

A banner with a blue and white abstract background featuring glowing circles and lines. The text "CAPPS HR/PAYROLL" is on the top line and "End-User Training (EUT)" is on the bottom line, both in a bold, dark blue font.

CAPPS HR/PAYROLL End-User Training (EUT)

EUT Course - 180
Agency Learn for Administrators

Taleo
June 1, 2017

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CAPPS Learn

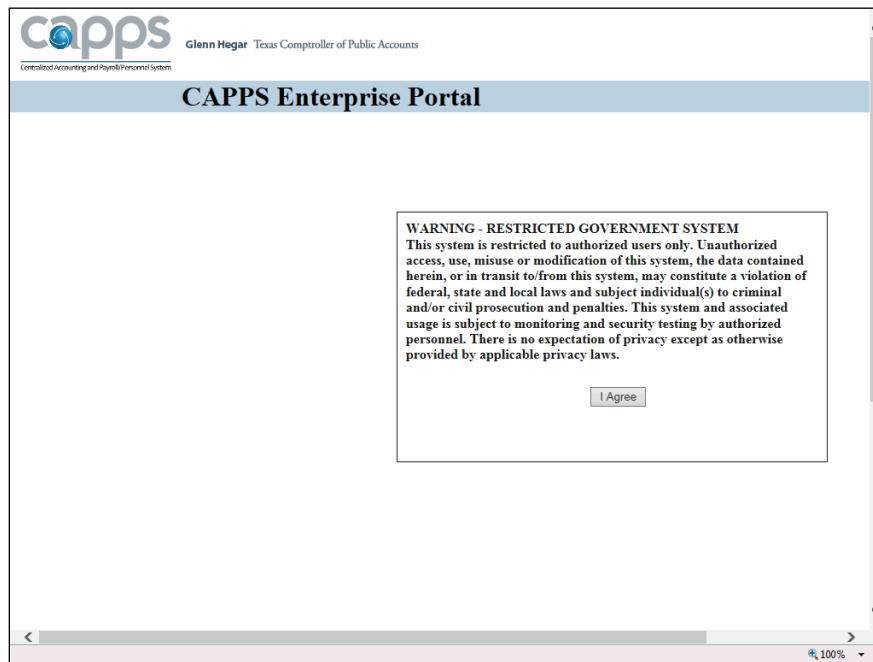
S1 - Learn Overview




Administrator Navigation

Section 1 - Lesson 1, Exercise 1 - Administrator Navigation

Procedure

In this lesson, you will learn how to navigate in CAPPS Learn as an administrator (admin).


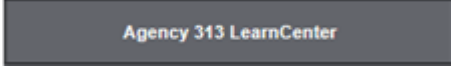



Step	Action
1.	Click the I Agree button. 
2.	Enter the desired information into the User ID: field. Enter " train ". User ID: 
3.	Press [Tab] .
4.	Enter the desired information into the Secure Password: field. Enter " train1 ". Secure Password: 

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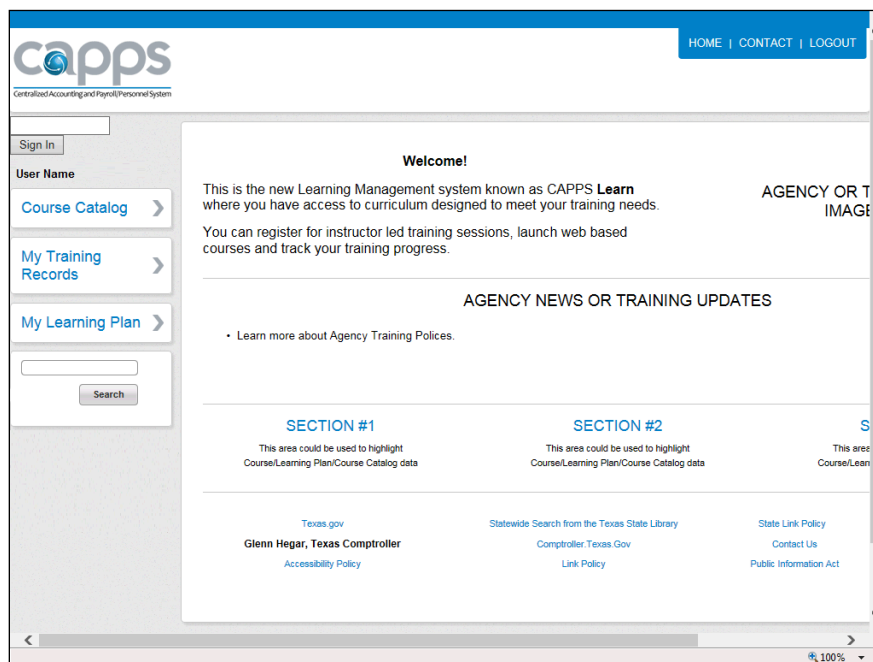
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Step	Action
5.	Click the Sign In button. 
6.	<p>This is the CAPPS Portal. The Introduction course explains this page in detail. Depending on your User access you may see different options listed.</p> <p>You should see the button for the agency in which you have access for CAPPS Learn. For training, you will use Agency 313 LearnCenter.</p> <p>Click the Agency 313 LearnCenter button.</p> 

Step	Action
7.	<p>For CAPPS Learn, there is a separate login page.</p> <p>Enter the desired information into the Username: field. Enter "101010101".</p> <p>Username: </p>
8.	Press [Tab] .

Step	Action
9.	Enter the desired information into the Password: field. Enter " train1 ". Password: <input type="text"/>
10.	Click the Enter button. <input type="button" value="Enter"/>
11.	Welcome to the CAPPS Learn Home Page ! Every user will see this page once logging in. There are different sections to this page so let's walk through them.
12.	The Home page contains: #1 - Header Pages #2 - Left Nav Bar and #3 - Page Regions . The Page Regions are split up by the dotted red line. This is a CPA-configured baseline webpage. It consists of multiple web pages designed to display content and information to users. Agencies have latitude in webpage design.

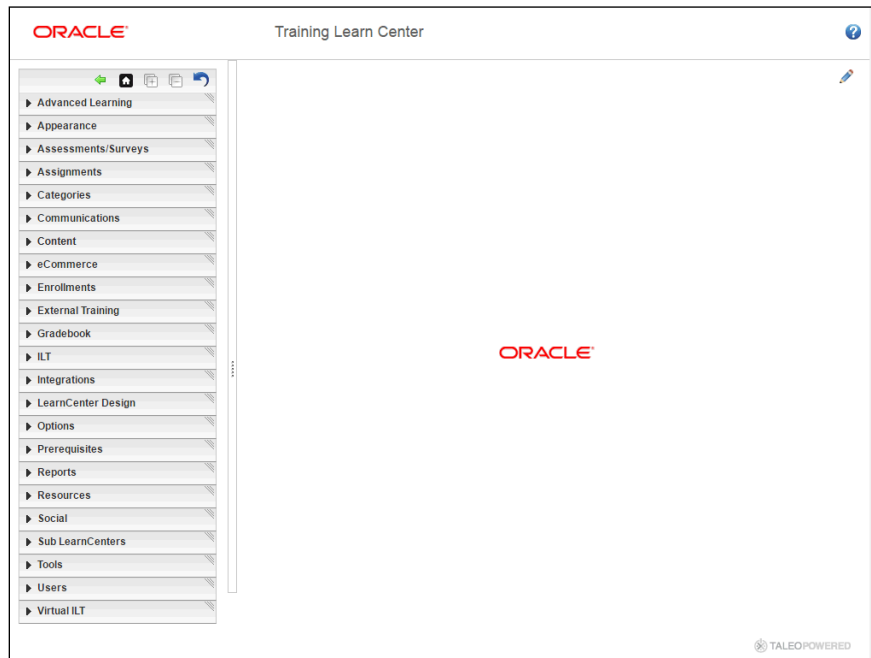



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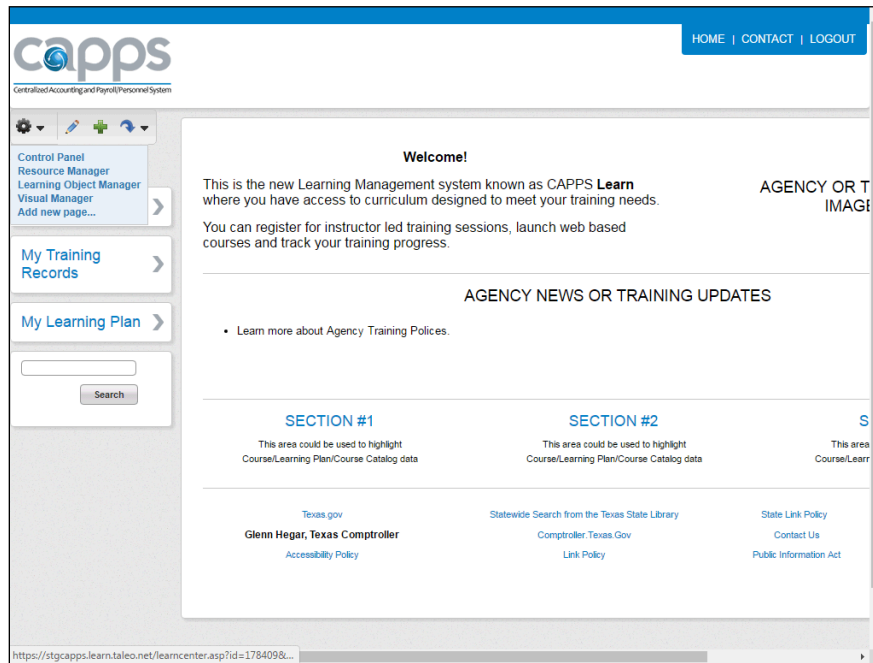
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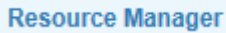


Step	Action
13.	<p>From the Home Page, those users with access to the Management Access Code can navigate to the Management Controls of CAPPS Learn.</p> <p>Enter the desired information into the Sign In field. Enter "train1".</p> <div> <input type="text"/> <input type="button" value="Sign In"/> </div>
14.	<p>These are the Control icons of CAPPS Learn.</p> <p>Once you rest your pointer on the thumb wheel icon corresponding drop-down menus will display.</p>
15.	The Management Control menus that you will see depends on the User access that is assigned.
16.	Control Panel is the command center for a LearnCenter.
17.	<p>The Control Panel is the behind-the-scenes area where you manage most of what Users see and do in the LearnCenter.</p> <p>The Control Panel is only accessible to those who have been granted permission.</p> <p>This page will be discussed in further detail shortly.</p>



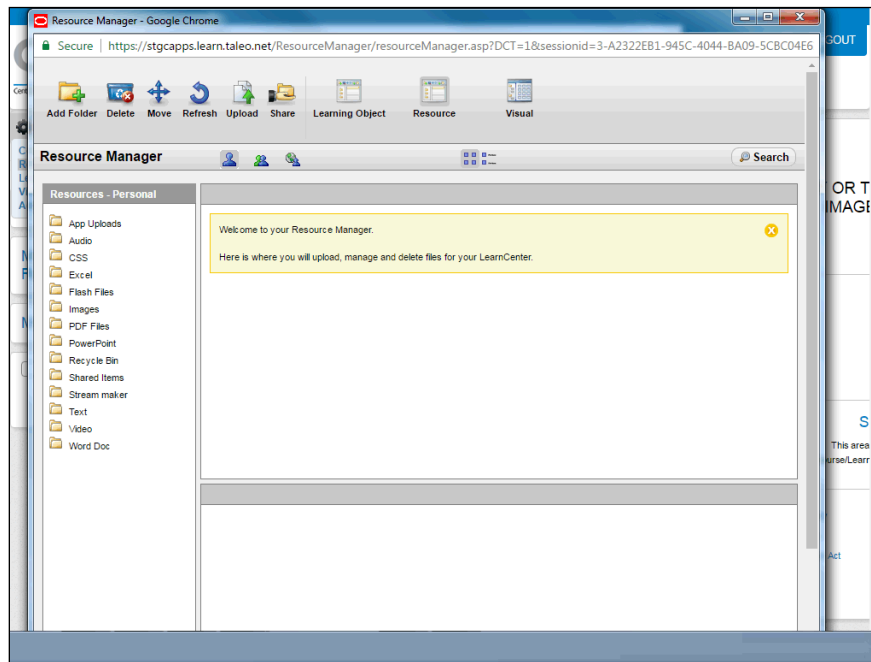
Step	Action
18.	Click the Back Arrow button. 




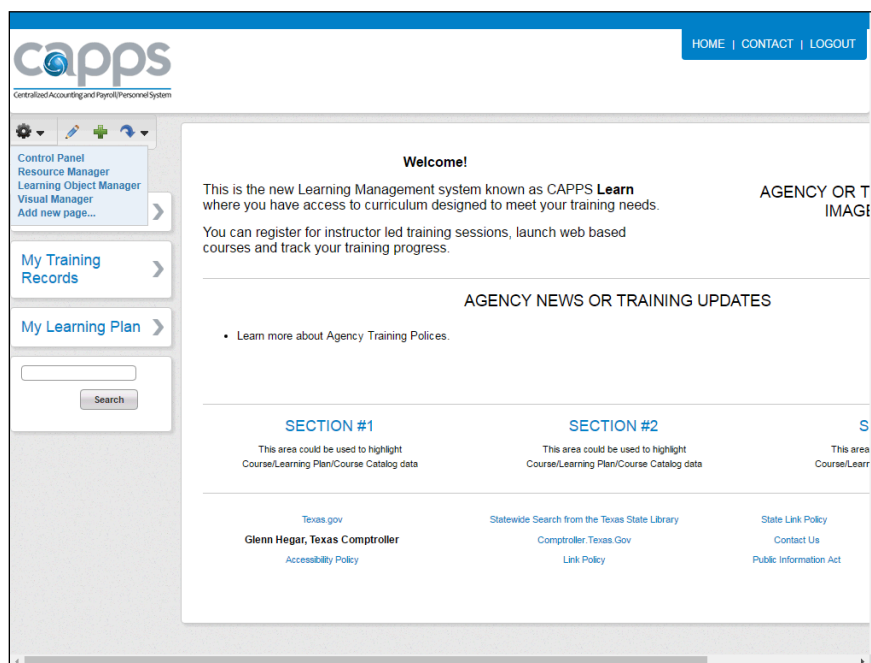
Step	Action
19.	Click the Resource Manager link. 
20.	<p>The Resource Manager stores all uploaded multimedia and files used in the various applications.</p> <p>Multimedia and file resources (over 10 mb) that you want to use in the LearnCenter must be uploaded to the Resource Manager before they can be used.</p> <p>Once uploaded, resources can be used in an unlimited number of pages, courses, and sessions.</p>
21.	<p>Resource Manager contains a set of standard folders labeled by file type.</p> <p>You can upload your resources into these folders according to their type.</p>

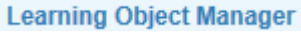
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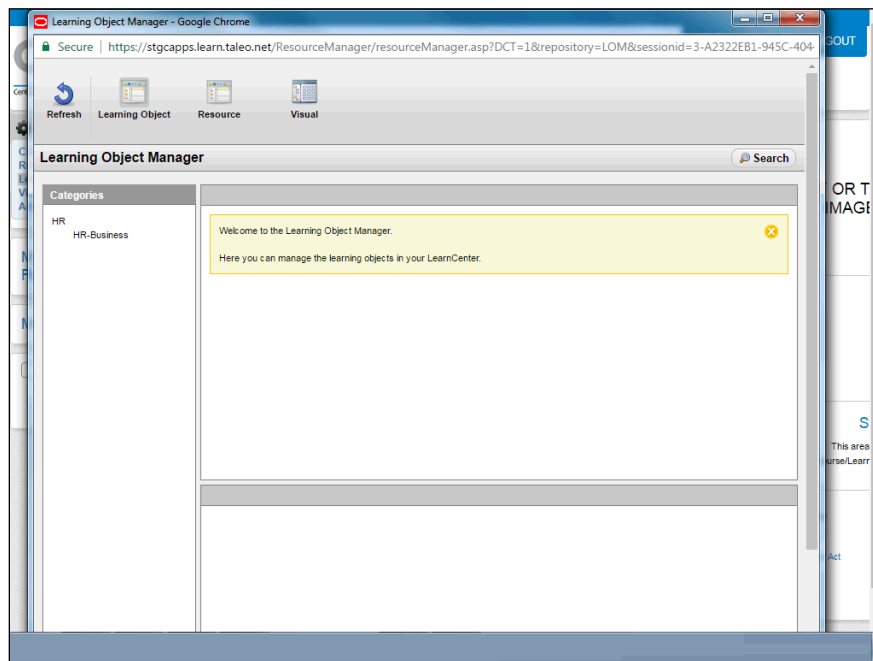
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Step	Action
22.	Click the Close button. 



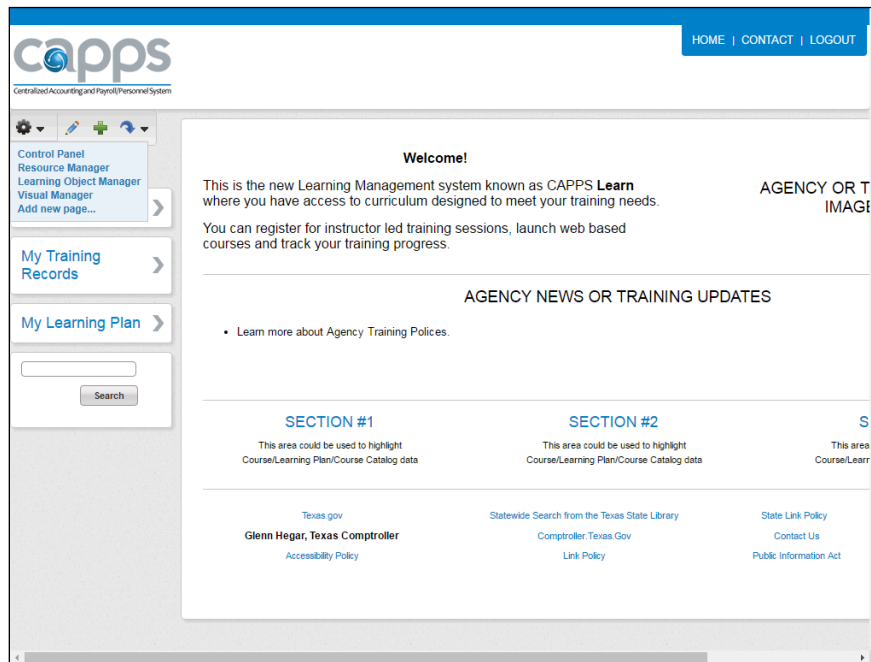
Step	Action
23.	Click the Learning Object Manager link. 
24.	The Learning Object Manager (LOM) provides a graphical way to manage your Learning Objects. You can access it from the Management Control section of the main LearnCenter page by either clicking Resource Manager or Learning Object Manager (LOM).



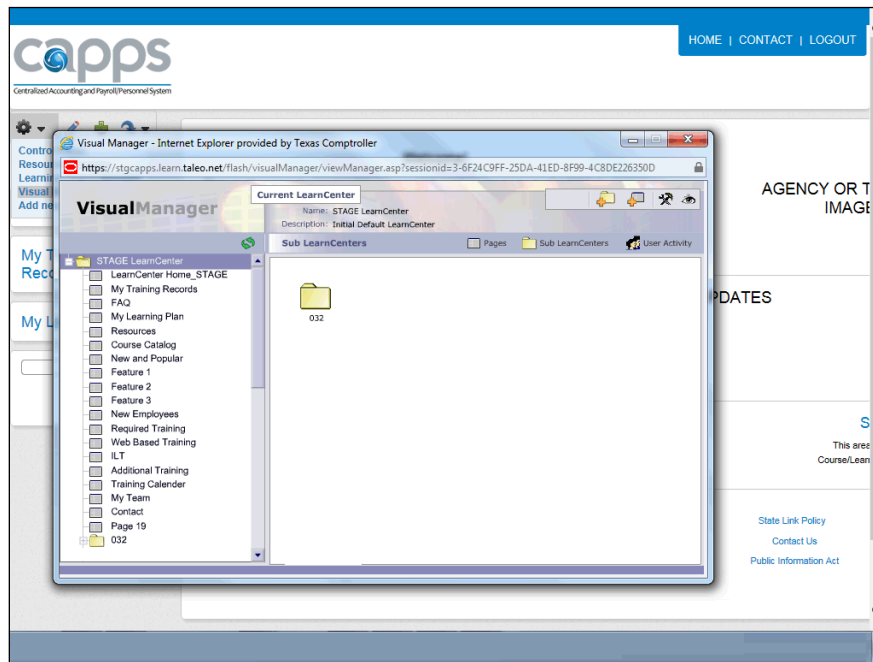
Step	Action
25.	Click the Close button. 


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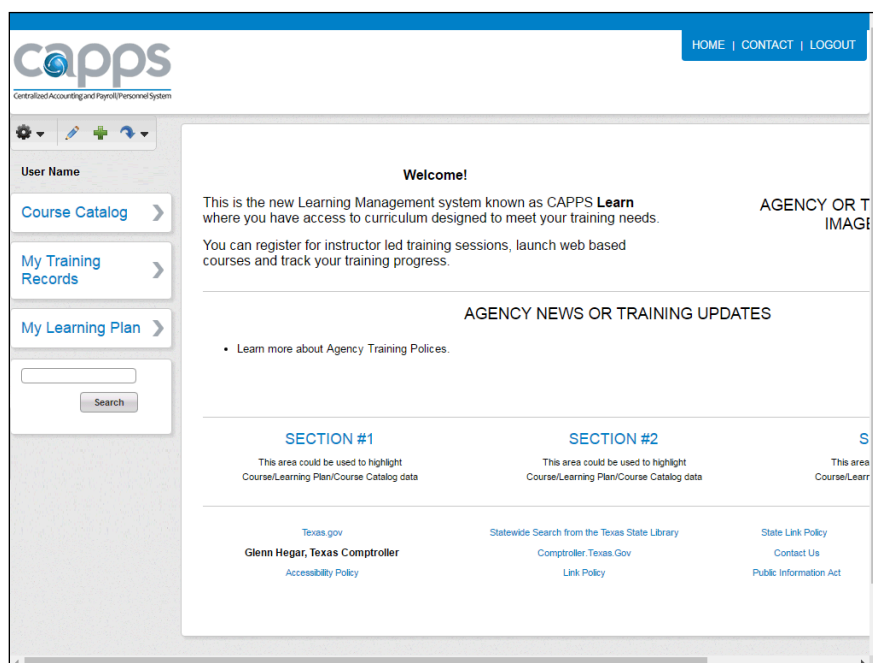
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Step	Action
26.	Click the Visual Manager link. Visual Manager
27.	The Visual Manager provides a graphical way to manage your LearnCenter.






Step	Action
28.	Click the Close button. 

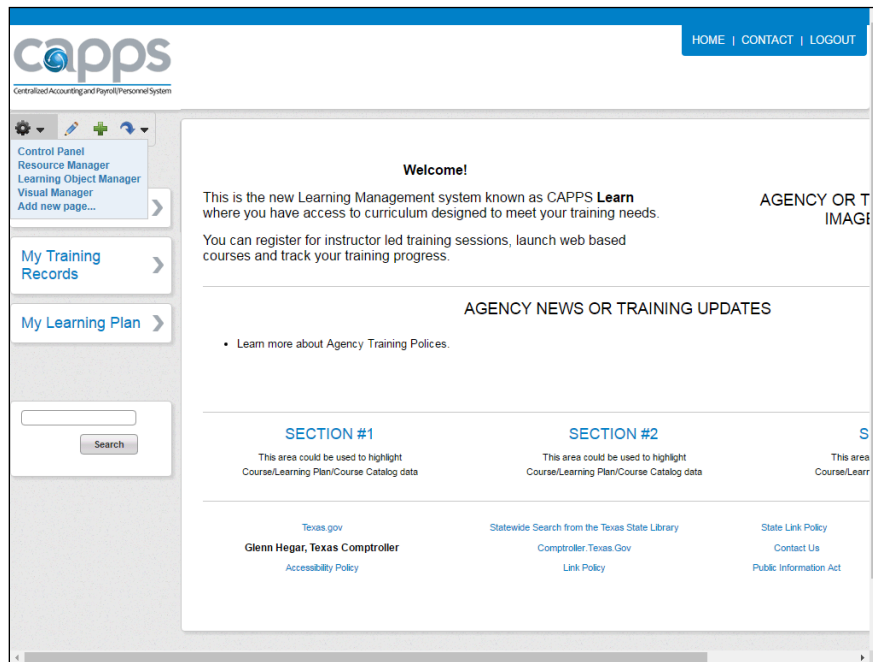


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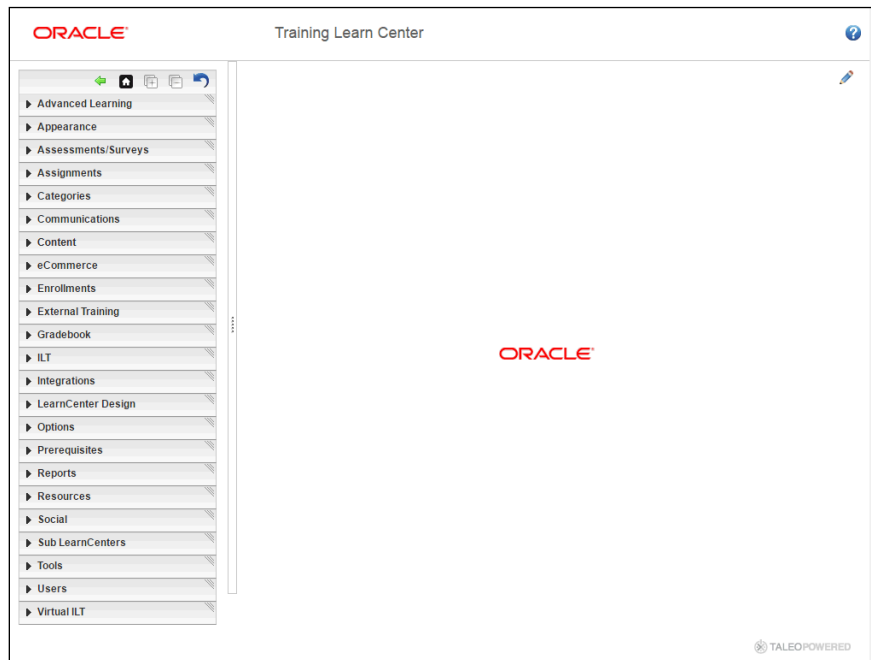
Step	Action
29.	<p>LearnCenters have two viewing modes available to Administrators - Edit and Preview Mode.</p> <p>Most of the work you do to LearnCenter pages are done in Edit Mode.</p> <p>Click the Edit Mode button.</p> 
30.	<p>Edit Mode allows you to make changes to the selected LearnCenter page.</p>
31.	<p>To see what your changes look like to End Users, you can view them in Preview Mode.</p> <p>Click the Preview Mode link.</p> 
32.	<p>Preview Mode allows you to see any edits made to the LearnCenter Home Page.</p>
33.	<p>You can add as many pages to your LearnCenter as you like.</p> <p>Click the Add New Page button.</p> 
34.	<p>When Adding a New Page, you are also able to Insert a New Area to the page.</p>
35.	<p>The Drop Down button allows you to select a specific page without having to navigate.</p>







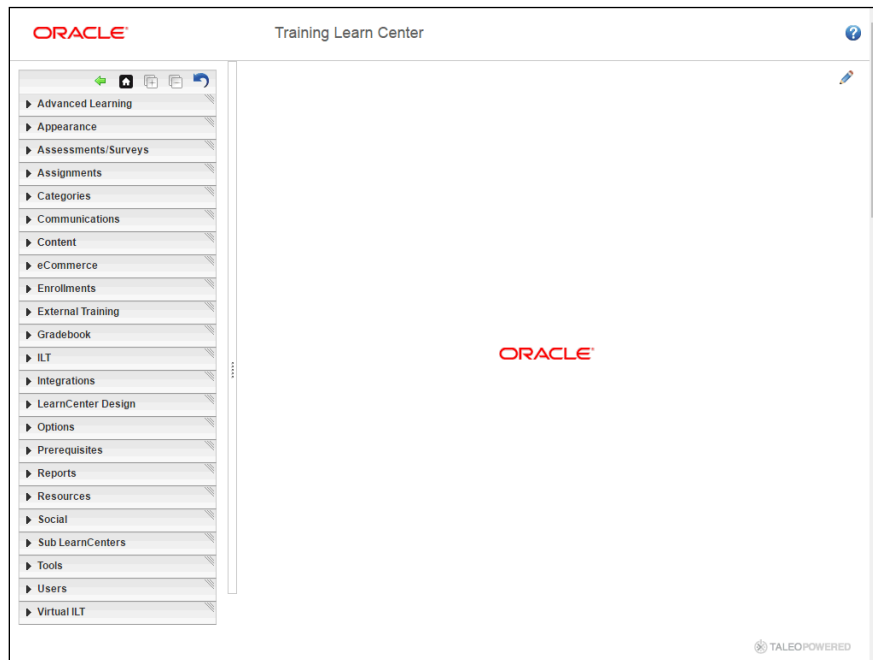
Step	Action
36.	Click the Control Panel link. Control Panel
37.	The Control Panel has three areas: 1) ControlPanel Control icons 2) Navigation Bar 3) Content Area (Next Page)
38.	This Content Area will contain information once options are selected from the Navigation Bar.
39.	Let's review the Control Panel Control icons.
40.	The Back button takes you back to the LearnCenter Home Page.
41.	The Control Panel Home button takes you out of a menu and back to the Navigation Bar.

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Step	Action
42.	Click the Expand Button button. 
43.	The Expand button opens up all of the options within a menu.
44.	Click the Collapse button. 
45.	The Collapse button collapses the menus and saves space on the page.
46.	Click the Reset button. 
47.	The Reset button expands the Navigation bar again.
48.	You will find that Collapsing the Menu will save space on the page when navigating. Click the Collapse button. 
49.	System Administrators have access to the majority of their Sub LearnCenter Management Control menus, however their main responsibilities may fall within the highlighted areas.



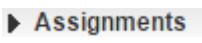

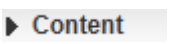



Step	Action
50.	Click the Communications link. ► Communications
51.	System Administrators will use the Communications menu to manage the LearnCenter messaging.
52.	Click the Options link. ► Options
53.	The Options menu is used to define the Sub LearnCenter settings and to enable certain features for the LearnCenter. System Administrators will be responsible for specific configurations and system maintenance.
54.	Click the scrollbar.
55.	Click the Reports link. ► Reports
56.	Administrators will have access to reports based on permissions.
57.	Click the Users link. ► Users
58.	The Users area is where Accounts & Profiles, Groups, Roles and Supervisor Accounts are managed.

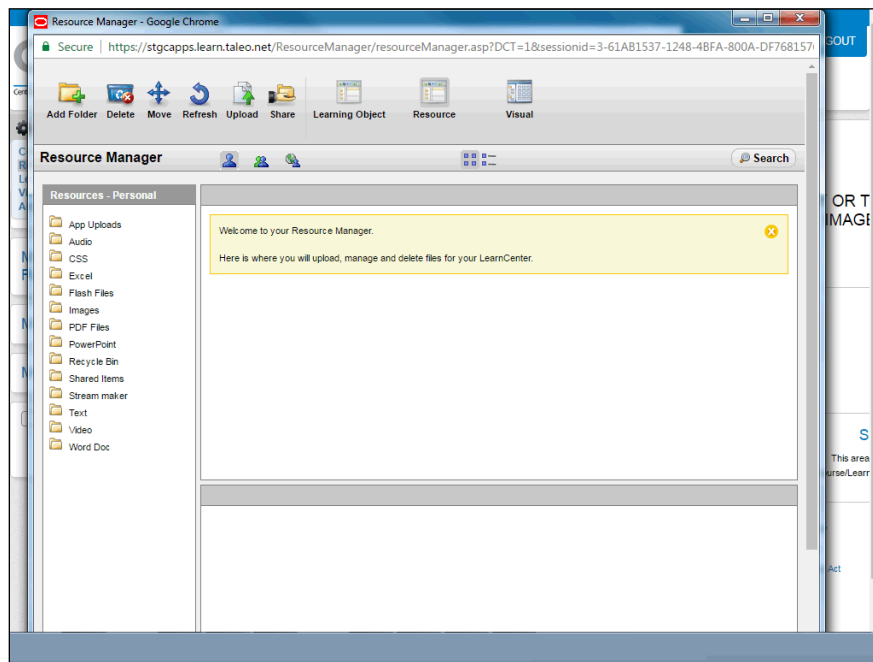
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
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Step	Action
59.	Click the scrollbar.
60.	<p>Now collapse the menus to save space on the page so that we can review access for the Content Administrator.</p> <p>Click the Collapse button.</p> 
61.	The Content and Training Administrator responsibilities may fall within these highlighted areas.
62.	<p>Click the Assessments/Surveys link.</p> 
63.	<p>The Assessments/Surveys menu is used to measure knowledge before and after a training. The Survey tool can also be utilized for WBT or ILT session evaluations.</p> <p>You are able to establish a pool of questions/answers for assessments and surveys.</p>
64.	<p>Click the Assignments link.</p> 
65.	The Assignments menu enables you to view, add, edit user grades and assignments.
66.	<p>Click the Categories link.</p> 
67.	<p>Categories can be thought of as folders in which you keep related items.</p> <p>The Categories menu is used to help organize and manage enrollments, training sessions, assignments, assessments, etc.</p>
68.	<p>Click the Content link.</p> 
69.	<p>Content refers to formats for Web-based training (WBT) created in the LearnCenter or by third party authoring tools. Content includes WBT, AICC Courses, SCORM Classes and Courses.</p> <p>The Content menu is used to prepare, organize, and import the learning content you will be delivering to users.</p>
70.	<p>Content Administrators will also have access to Resource Manager.</p> <p>Let's go back and review Resource Manager.</p> <p>Click the Back button.</p> 

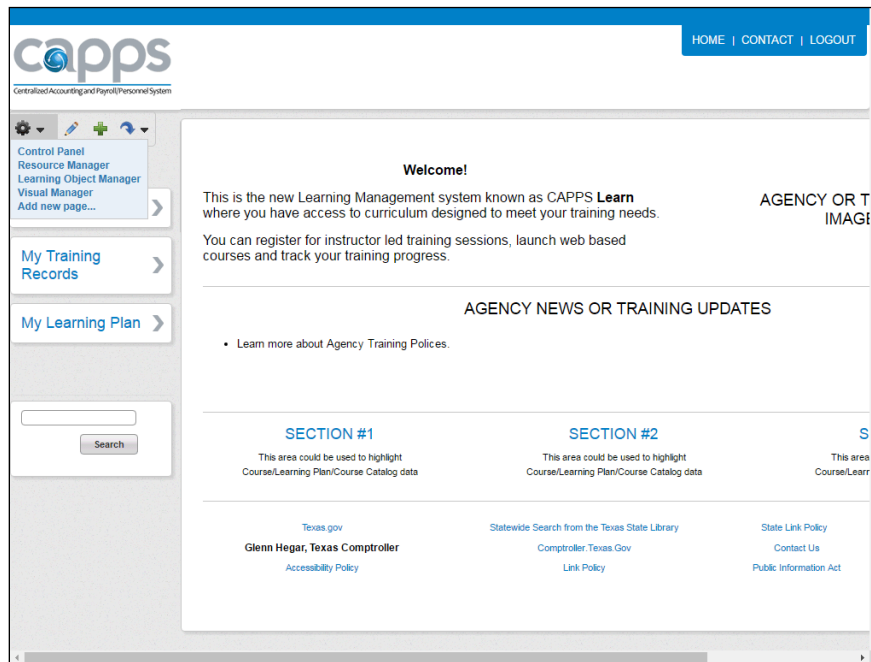
Step	Action
71.	Click the Resource Manager link. Resource Manager
72.	The Content Administrators can upload, manage and delete files using Resource Manager .




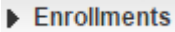

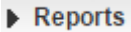


Step	Action
73.	Click the Close button. 

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Step	Action
74.	Click the Control Panel link. Control Panel
75.	Click the Collapse button. 
76.	The Training Administrators may have additional responsibilities that fall within these highlighted areas.
77.	Click the Advanced Learning link. ▶ Advanced Learning
78.	Advanced Learning menu enables you to manage and track different training types. Major functions within this feature include Learning Plans, Skills, Credits and Training Offerings.
79.	Click the Communications link. ▶ Communications
80.	The Communication menu is the hub for all LearnCenter messages. The Training Administrators may be creating Skills that require notices and notifications to be managed in Communications .

Step	Action
81.	Click the Enrollments link. 
82.	The Enrollments section is where all User enrollments are managed which can include rosters, asset/materials and assessments.
83.	Click the scrollbar.
84.	Click the ILT link. 
85.	The ILT menu enables you to add and set up information for learning events that take place in physical locations with live instructors. You can also use this menu to add Assets, Instructors, Locations, and Equipment that are used for the ILT events.
86.	Click the Reports link. 
87.	The Reports menu can be used to access reports based on permissions.
88.	Click the scrollbar.
89.	Click the Collapse button. 
90.	Click the Home button. 
91.	Congratulations! You have completed this lesson. End of Procedure.

S2L1 - User Types: System Admins

Agency System Settings/Configuration

Section 2 - Lesson 1, Exercise 1 - Agency System Settings/Configuration

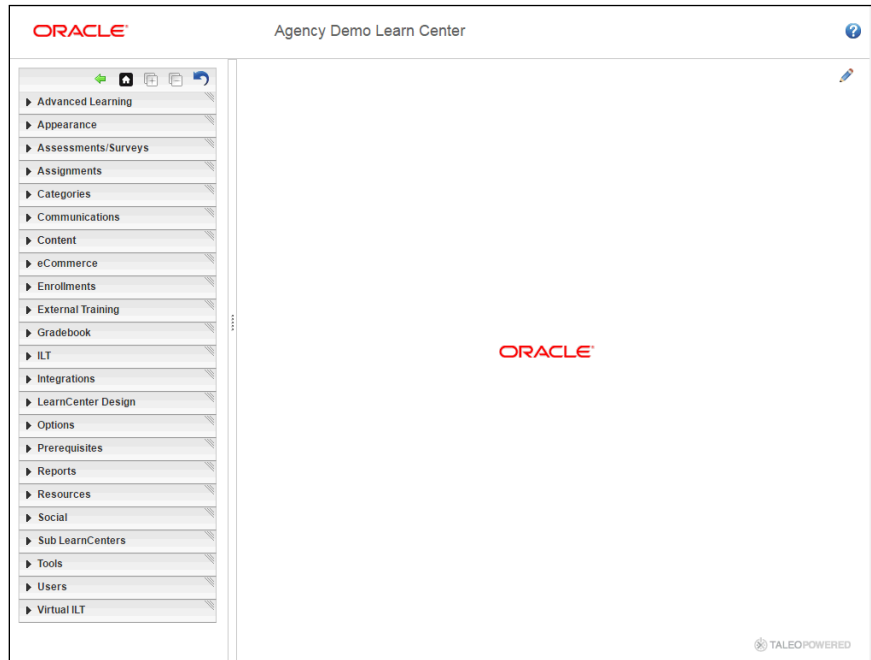
Procedure

In this lesson, you will learn how to change the Agency Name (Title) in the Title Bar and add a System email address.



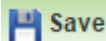
- 1) Enter the Agency Name - Training Learn Center
- 2) Enter the System email address - training@cpa.texas.gov

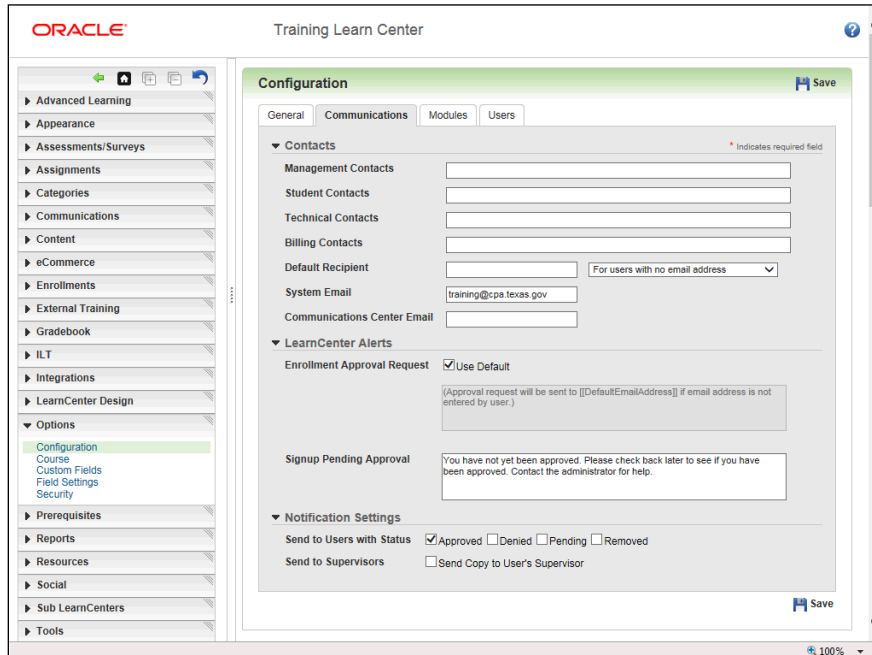
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Step	Action
1.	Click the Options link. Options
2.	Click the Configuration link. Configuration
3.	This is the current name (title) for the LearnCenter that you are using.
4.	You are currently on the General Tab .
5.	You will remove the current name from the Name Field in the Details section. Click in the Name field. Agency Demo Learn Center
6.	To remove the current Name you can backspace or highlight the name and delete. Press [Backspace] .
7.	Enter the desired information into the field. Enter " Training Learn Center ".
8.	Click in the Short Description field. Demonstration Only
9.	Press [Backspace] .
10.	Enter the desired information into the field. Enter " This Learn Center is for training purposes only. ".

Step	Action
11.	It is best practice to Save before going to another tab. Click the Save button. 
12.	You will notice that the name on the page has not updated. Refresh the page to see the updated information. You can refresh by selecting another tab.
13.	Click the Communications tab. 
14.	You are going to change the system email address in the Contacts section. This email address will need to be your agency's help desk email address. This will not be maintained by CPA CAPPS. Enter the desired information into the field. Enter " training@cpa.texas.gov ".
15.	Click the Save button. 
16.	The System Email is updated and you will also notice that title has been refreshed.

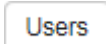


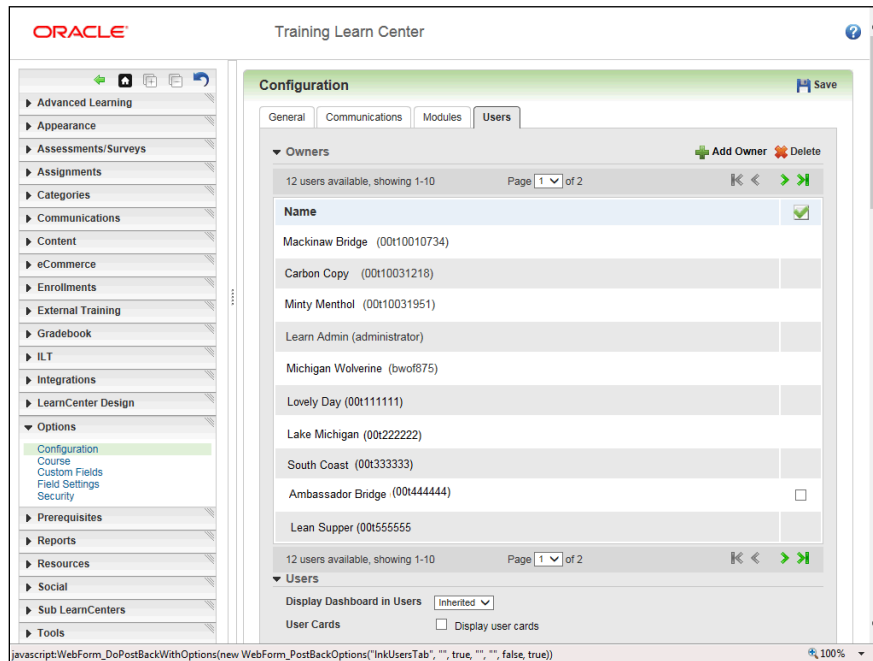
The screenshot shows the Oracle Training Learn Center Configuration page. The left sidebar contains a navigation menu with options like Advanced Learning, Appearance, Assessments/Surveys, Assignments, Categories, Communications, Content, eCommerce, Enrollments, External Training, Gradebook, ILT, Integrations, LearnCenter Design, Options, Prerequisites, Reports, Resources, Social, Sub LearnCenters, and Tools. The main content area is titled 'Configuration' and has tabs for General, Communications, Modules, and Users. The 'Communications' tab is active, showing fields for Management Contacts, Student Contacts, Technical Contacts, Billing Contacts, Default Recipient, System Email (set to training@cpa.texas.gov), and Communications Center Email. There are also sections for LearnCenter Alerts (Enrollment Approval Request) and Notification Settings (Send to Users with Status, Send to Supervisors).

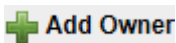
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Step	Action
17.	Click the Users tab. 

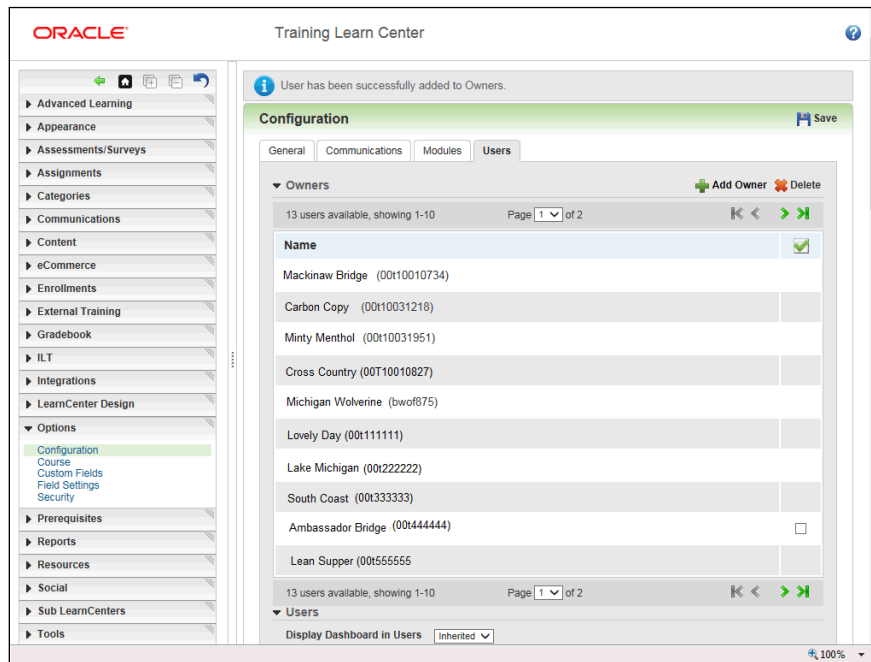


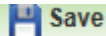
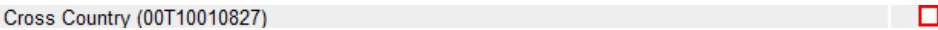

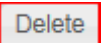
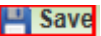

Step	Action
18.	You will add a co-owner for the LearnCenter. Click the Add Owner link. 

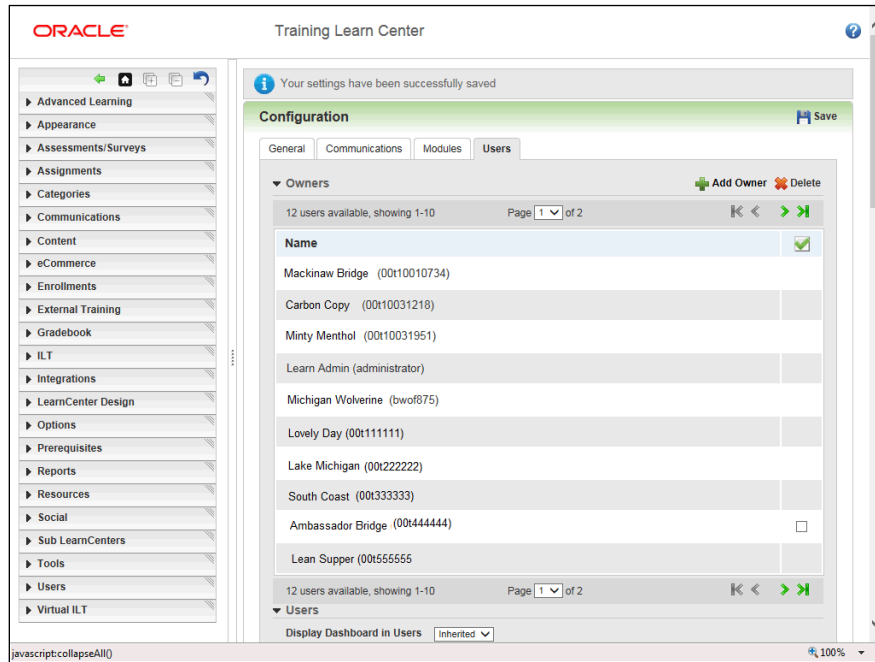
Step	Action
19.	You will use Filters to find and select a User using the First Name field. Enter the desired information into the First Name field. Enter " Cross ". First Name <input type="text"/>
20.	Enter the desired information into the First Name field. Enter " Cross ". First Name <input type="text" value="Cross"/>
21.	Click the Search button. <input type="button" value="Search"/>
22.	Click the Select option. <input type="checkbox"/>
23.	Click the Return Selected link. <input type="button" value="Return Selected"/>
24.	Notice the selected Owner appears in the Owners list.


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Step	Action
25.	Click the Save button. 
26.	The User is now saved as a LearnCenter Co-Owner.
27.	For training purposes, you will delete this User (Cross Country) from being a co-owner. Click the Cross Country option. 
28.	Click the Delete link. 
29.	Click the Delete button. 
30.	Click the Save button. 
31.	Click the Collapse All button. 



Step	Action
32.	Click the Control Panel Home button. 
33.	Congratulations! You have completed this lesson. End of Procedure.

Field Settings

Section 2 - Lesson 1, Exercise 2 - Field Settings

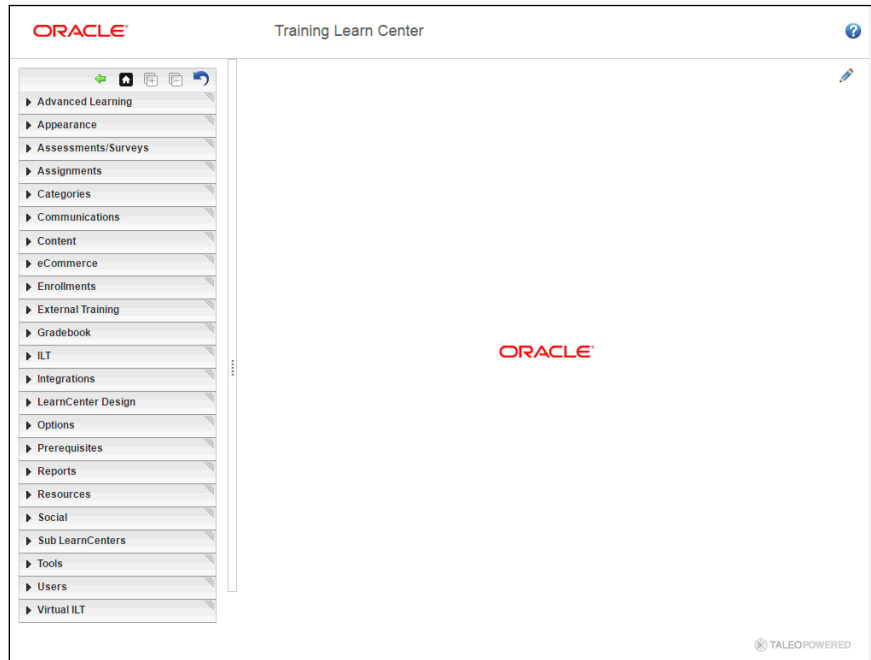
Procedure

In this lesson, you will learn how to change the view/edit Field Settings for Item Types.

You will select the Item Type - Enrollment and deselect Credits from being viewed/edited by Users.

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Step	Action
1.	Click the Options link. Options
2.	Click the Field Settings link. Field Settings
3.	The User Field Settings page is used to determine what information can be viewed according to the Item Type. System Admins can manage what information should be viewed for any Item Type.
4.	Notice the column headings according to the type of User.
5.	Please note that the Edit columns should not be changed. Only the View columns can be changed as needed.
6.	The Show self-registration column will not be used.
7.	This page lists all Standard fields and any Custom fields that are included in the LearnCenter.
8.	These checkboxes will select everything listed in a specific column.
9.	Click the Item Type dropdown button to activate the menu. ▼

ORACLE Training Learn Center

User Field Settings

Item Type: **User**

Field Settings

Standard Fields

	Management Edit	User View	User Edit	Supervisor View	Supervisor Edit	Show self-registr
Employee ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State/Province	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postal Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
10.	Click the Enrollment list item. Enrollment

ORACLE Training Learn Center

Enrollment Field Settings

Item Type: **Enrollment**

Field Settings

Standard Fields


	Management View	Management Edit	User View	Required
Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Series Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Series Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Credits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publisher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost Per User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

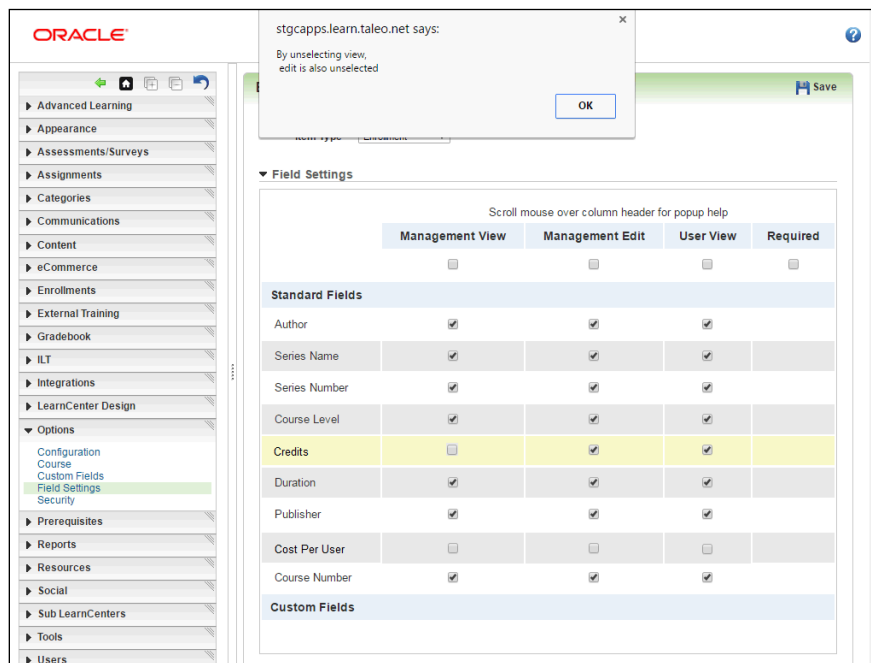
Custom Fields

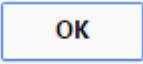
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Step	Action
11.	<p>Unselect the option to have Management view Credits.</p> <p>This will automatically unselect the option to Edit.</p> <p>Click the Checkbox option.</p> 



Step	Action
12.	<p>Click the OK button.</p> 

ORACLE Training Learn Center



Enrollment Field Settings [Save](#)

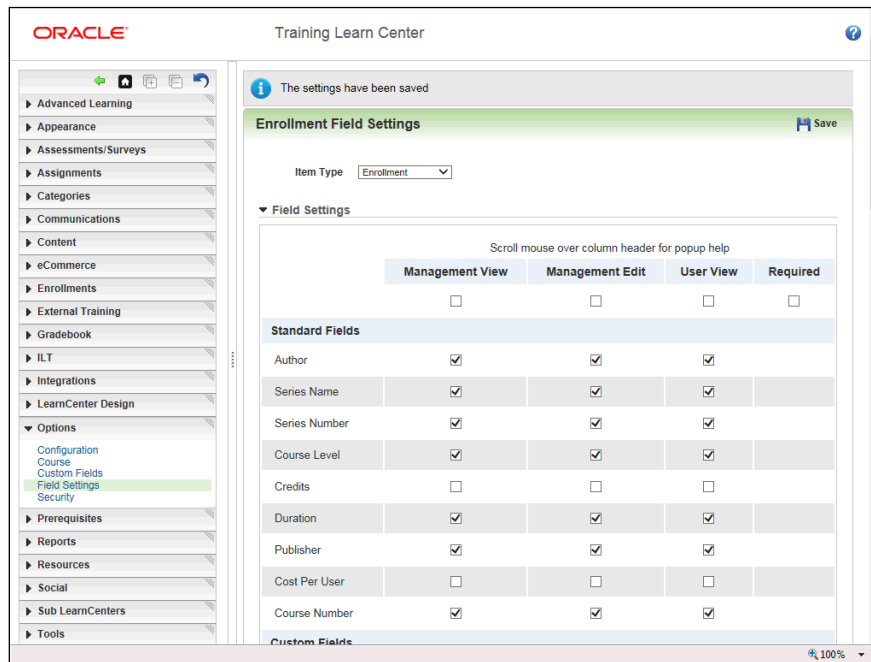
Item Type: Enrollment



Field Settings

Scroll mouse over column header for popup help

	Management View	Management Edit	User View	Required
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Fields				
Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Series Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Series Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Course Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Credits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Duration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Publisher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cost Per User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Course Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Custom Fields				

Step	Action
13.	Unselect the option for a User to view Credits . Click the Checkbox option. 
14.	Click the Save button. 



Step	Action
15.	Click the Collapse All button. 
16.	Click the Control Panel Home button. 
17.	Congratulations! You have completed this lesson. End of Procedure.







Managing User Accounts

Section 2 - Lesson 1, Exercise 3 - **Managing User Accounts**

The User list in the Users section displays the results of the searches you perform using the Filters section on the Users page. This is the central hub for Administrators who need to view information about particular Users.

Based on assigned User Permissions, Administrators can also perform a variety of User-related tasks from the User section, such as updating User Profile information, mapping Users to Enrollments and Learning Plans or similar learning items or changing a User's membership status.

User Action List

Action	Description
	Click this display a User's calendar.
	Click to view all items associated with the user, such as Enrollments for which the user is either a participant or admin, Courses, Skills, Certification Profiles, Assignments, Appraisals, Goals, Credits, and Learning Plans. A window opens displaying all items types. You can display just certain items types by selecting the appropriate option from the drop-down list in the Actions section.
	Click this to view and edit a User Permissions. See Assigning User Permissions to Users for instructions. See User Permissions for additional information about User Permissions.
	Click this to view or edit the User Profile. This button is only visible if you have been granted the View User Info User Permission.
	Click this button to add User Performance Notes for a user.
	Click this and then select an item from the Actions drop-down list in the Users section to perform various actions against the user.

Procedure

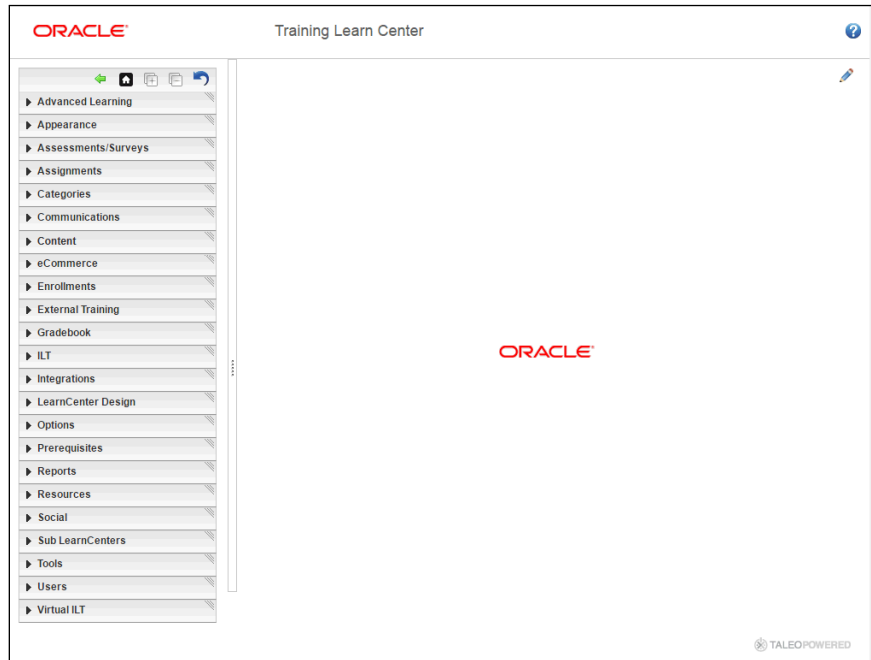
In this lesson, you will learn how to use filters, review account profiles, reenable users, and apply actions.

You will work with the User Profile and Permissions for the following Users:

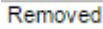
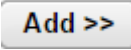
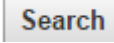
- 1) Poppy Seed
- 2) Carbon Copy

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Step	Action
1.	Click the Users link. Users
2.	Click the scrollbar.
3.	Click the Users link. Users
4.	The Users page lists five users according to the default filter that is applied. Let's take a look at the Filters .
5.	The Filters may be collapsed or expanded depending on how you last left this page. In this case, you will expand. Click the Filters pointer. ▶
6.	The Filters default shows that the list of Users are in a status of Denied, Pending, or Approved .

Step	Action
7.	<p>Status Definitions:</p> <p>Approved - Users who have been approved to use the LearnCenter.</p> <p>Removed - Users who have been removed from the LearnCenter. Their accounts are not active and they cannot log in. This status should be used when a User has left the company or is no longer accessing the LearnCenter.</p> <p>The status of Approved and Removed are assigned via a nightly interface from CAPPS HR/Payroll.</p> <p>More on Status Definitions....</p>
8.	<p>Statuses cont'd</p> <p>Disabled Access - Approved Users who have exceeded the maximum number of failed log in attempts based on the settings for the LearnCenter password lockout feature.</p> <p>Denied Access (not being used) - Users where access to the LearnCenter is denied temporarily. These accounts are locked until the Administrator changes the status to Approved.</p> <p>Pending (not being used) - Users who are awaiting approval to use the LearnCenter. Their accounts are in a non-active state and these Users cannot log in.</p>
9.	<p>Let's add Users that have a status of Removed to the filters.</p> <p>Click the Removed list item.</p> <p></p>
10.	<p>To add Removed to the list of statuses, you must select the Add button and Removed will move over to the box on the right.</p> <p>Click the Add >> button.</p> <p></p>
11.	<p>Click the Search button.</p> <p></p>
12.	<p>The results of this search are at the bottom half of the page.</p> <p>Click the scrollbar.</p>
13.	<p>Note that the previous list had 5 users and now it contains 8.</p>

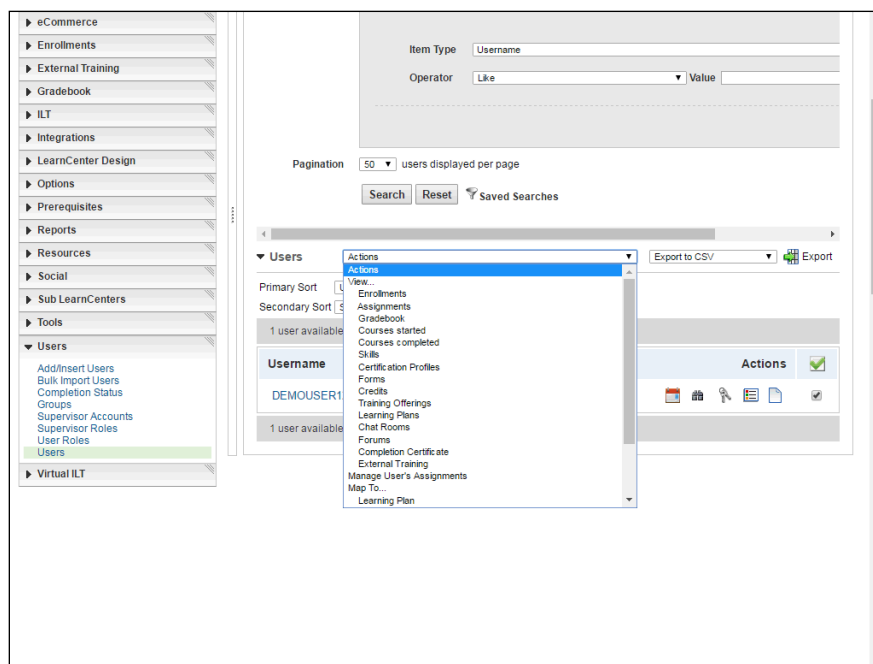
CAPPS HR/PAYROLL

EUT Course



Step	Action
14.	Click the scrollbar.
15.	<p>You will not need to work with Users that have a status of Removed at this time so you will remove this status.</p> <p>Click the Removed list item.</p> <p>Removed</p>
16.	<p>Click the << Delete button.</p> <p><< Delete</p>
17.	<p>You can also search for Users using the first letter of their Username.</p> <p>Click the N link.</p> <p>N</p>
18.	<p>Click the Search button.</p> <p>Search</p>
19.	<p>Scroll to the bottom to see your results.</p> <p>Click the scrollbar.</p>
20.	There are No records found using the Username begins with "N" search.
21.	Click the scrollbar.
22.	<p>Let's reset the Search.</p> <p>Click the Reset button.</p> <p>Reset</p>
23.	Click the scrollbar.
24.	You are back to the 5 users with the default status as before.
25.	Click the scrollbar.
26.	<p>The Disabled Access option will list all users that have a disabled account (LOCKED OUT).</p> <p>Click the Disabled Access option.</p> <p><input type="checkbox"/></p>
27.	<p>There is no need to select Search. The results will appear at the bottom of the page.</p> <p>Click the scrollbar.</p>

Step	Action
28.	This User is locked out and you need to reenable their access. Click the Select option. <input type="checkbox"/>
29.	Click the Actions dropdown button to activate the menu. ▼



Step	Action
30.	There are various Actions available and you will need to scroll to see all of them. Click the Actions scrollbar.
31.	Click the Change Membership Status list item. Change Membership Status

CAPPS HR/PAYROLL

EUT Course



Step	Action
32.	<p>Since this User is disabled, you will Reenable their Membership status so that they can continue to use CAPPS Learn.</p> <p>Click the button to the right of the Membership Status field.</p> <p>▼</p>

ORACLE Training Learn Center

Change Membership Status

Return

Selected user(s)
DEMOUSER12

Membership Status: **Reenable** ▼
Reenable

Change Status

Step	Action
33.	Click the Reenable list item. Reenable

ORACLE Training Learn Center

Change Membership Status

Return

Selected user(s)
DEMOUSER12






Membership Status: **Reenable** ▼
Reenable

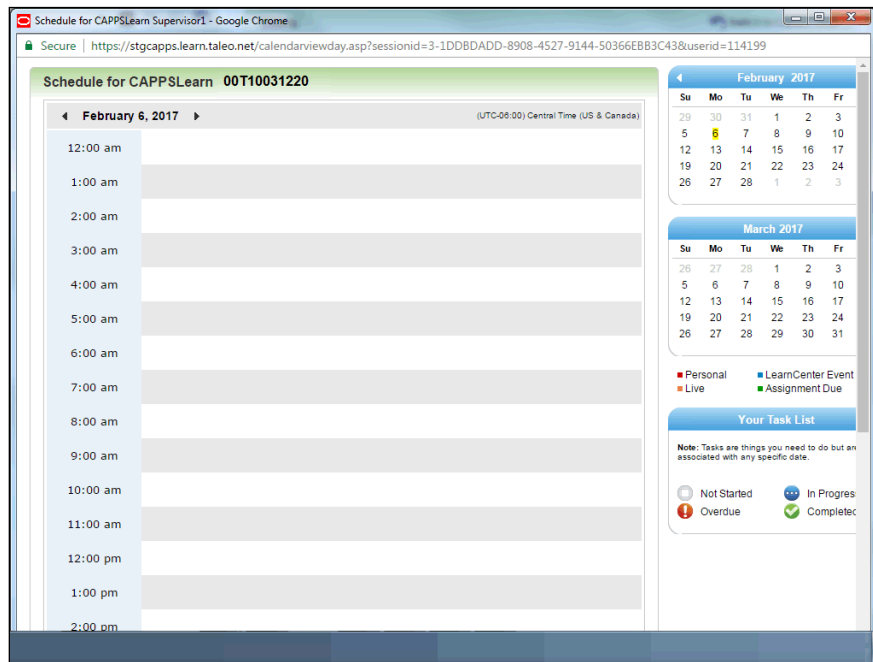
Change Status


CAPPS HR/PAYROLL

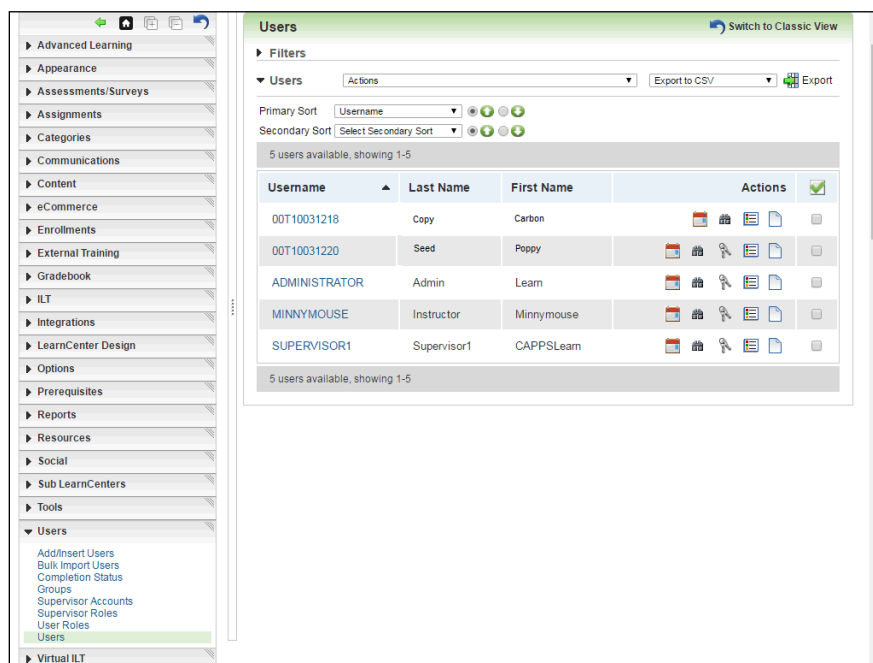
EUT Course



Step	Action
34.	<p>In order for the changes to take effect,</p> <p>Click the Change Status button.</p> 
35.	<p>Click the Return link.</p> 
36.	<p>You have finished working with Disabled Users and now you will remove the Disabled filter.</p> <p>All of the previous users will appear at the bottom of the page as before.</p> <p>Click the Disabled Access option.</p> 
37.	<p>Collapse the Filters in order to easily work with the Users listed.</p> <p>Click the Filters pointer.</p> 
38.	<p>Let's walk through the Actions and Description icons for User - Poppy Seed.</p>
39.	<p>The Calendar icon displays a User's calendar.</p> <p>Click the Calendar link.</p> 




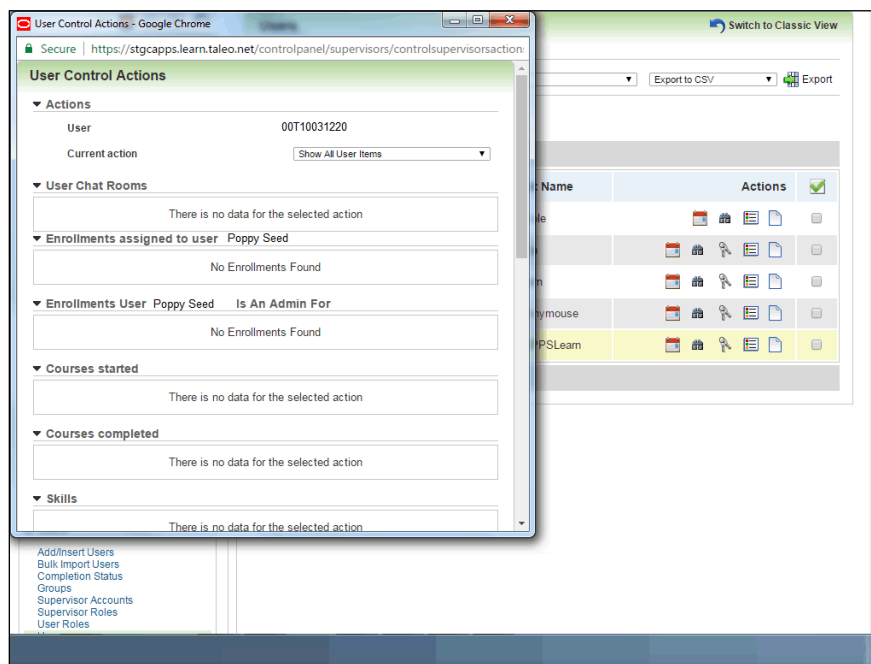
Step	Action
40.	Click the Close button. 




EUT Course



Step	Action
41.	<p>The View icon allows you to view all items associated with the User, such as Enrollments, Courses, Skills, etc.</p> <p>Click the View link.</p> 



Step	Action
42.	Click the scrollbar.
43.	Click the Close button. 

Users [Switch to Classic View](#)

Filters

▼ **Users**


Primary Sort:

Secondary Sort:

5 users available, showing 1-5

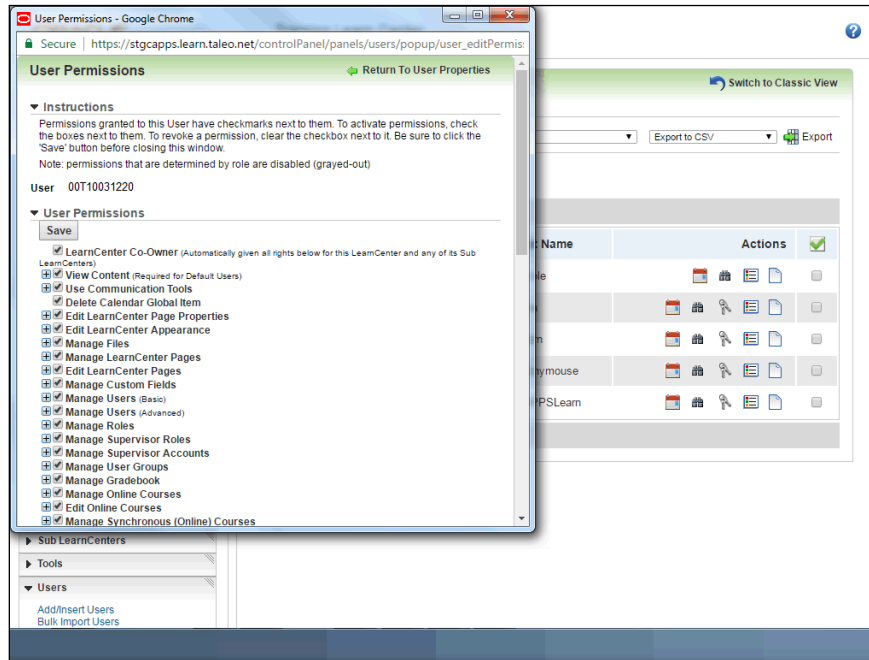
Username	Last Name	First Name	Actions
00T10031218	Copy	Carbon	
00T10031220	Seed	Poppy	
ADMINISTRATOR	Admin	Learn	
MINNYMOUSE	Instructor	Minnymouse	
SUPERVISOR1	Supervisor1	CAPPSLearn	




5 users available, showing 1-5






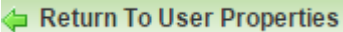
Step	Action
44.	<p>The Permissions icon allows you to view and edit User Permissions.</p> <p>Click the Permissions link.</p> 

CAPPS HR/PAYROLL

EUT Course




Step	Action
45.	<p>Let's look at the User Permissions for View Content.</p> <p>Click the Plus sign object.</p> <p></p>
46.	<p>The checkbox next to View Content is checked and automatically selects all subtopics under it.</p> <p>There are a few ways to deselect the checked options.</p> <p>Click the Checkbox option.</p> <p></p>
47.	<p>To check all under View Content,</p> <p>Click the Checkbox option.</p> <p></p>
48.	<p>Note: The selections on this page are for training purposes only.</p> <p>All selections may not be available or used outside of training.</p>

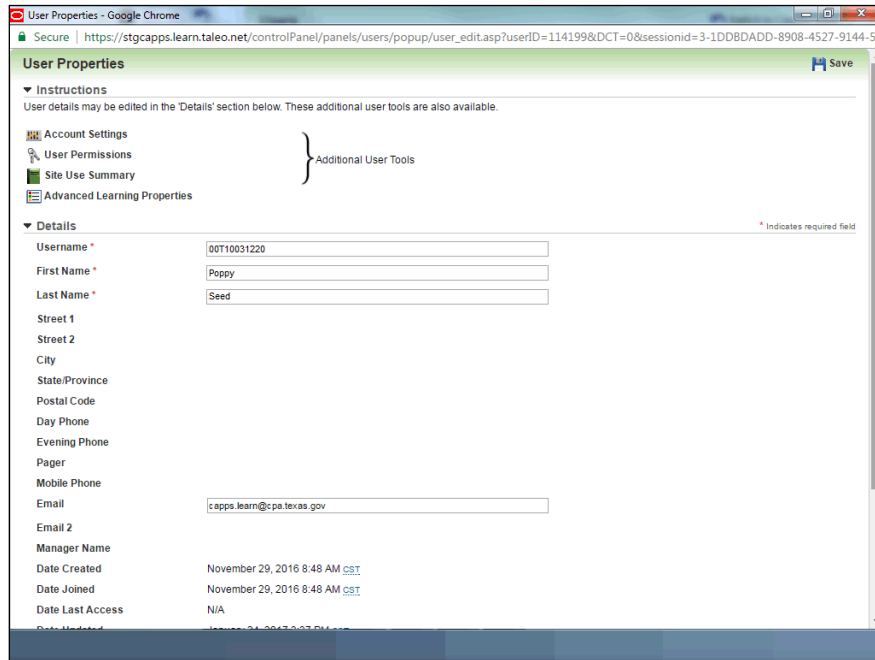
Step	Action
49.	<p>Now you will deselect only a few of the permissions.</p> <p>Reviews won't be used within CAPPS Learn so you will remove this option from the User Permission.</p> <p>Click the Insert Reviews option.</p> 
50.	<p>Click the Edit Reviews option.</p> 
51.	<p>Click the View Reviews option.</p> 
52.	<p>Click the Save button.</p> 
53.	<p>Go back and see the changes.</p> <p>Click the Plus sign object.</p> 
54.	<p>Note the selected View Content User Permissions for Reviews are no longer assigned.</p>
55.	<p>Click the Return to User Properties link.</p> 




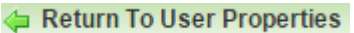

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Step	Action
56.	Click the Maximize button. 
57.	Click the scrollbar.
58.	This area provides details on access granted to the User and the User's last access.
59.	Click the scrollbar.


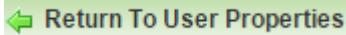



Step	Action
60.	Click the Account Settings link.  Account Settings
61.	The User Account Settings page is where your account settings and passwords exist for your LearnCenters. Password resets are handled by your system security team or system administrator.
62.	The Admins will not use the Account Settings section.
63.	Click the Return to User Properties link. 
64.	Click the Site Use Summary link.  Site Use Summary
65.	Click the Return to User Properties link. 
66.	Click the Advanced Learning Properties link.  Advanced Learning Properties

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Step	Action
67.	You can view the User Mappings options. Click the button to the right of the View field. 
68.	This screenshot shows you the different views that are available. You will not select any at this time.
69.	Click the Return to User Properties link. 

Step	Action
70.	Click the Close button. 

Users [Switch to Classic View](#)

Filters

▼ **Users**


Primary Sort:

Secondary Sort:

5 users available, showing 1-5

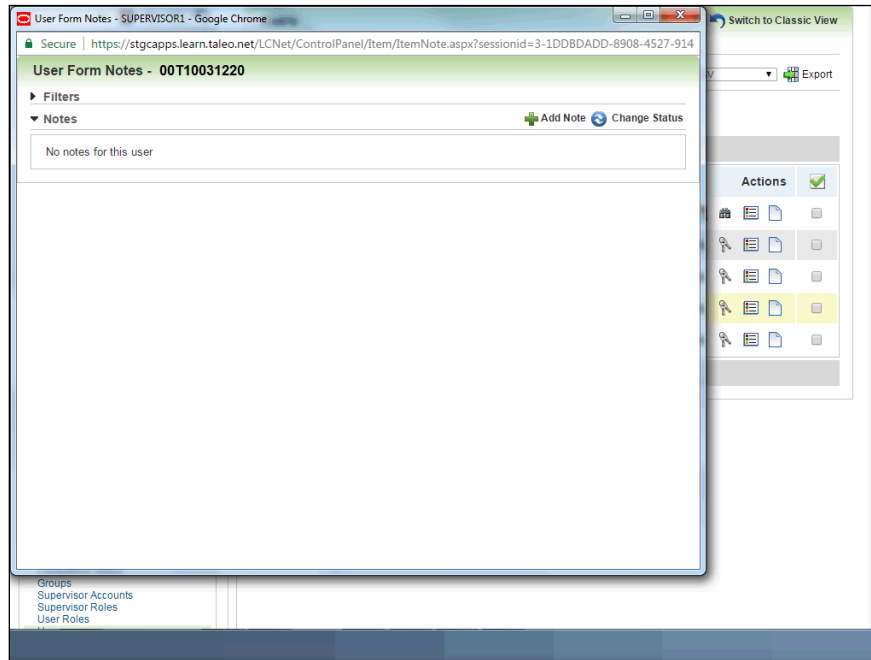
Username	Last Name	First Name	Actions
00T10031218	Copy	Carbon	
00T10031220	Seed	Poppy	
ADMINISTRATOR	Admin	Learn	
MINNYMOUSE	Instructor	Minnymouse	
SUPERVISOR1	Supervisor1	CAPPSLearn	



5 users available, showing 1-5

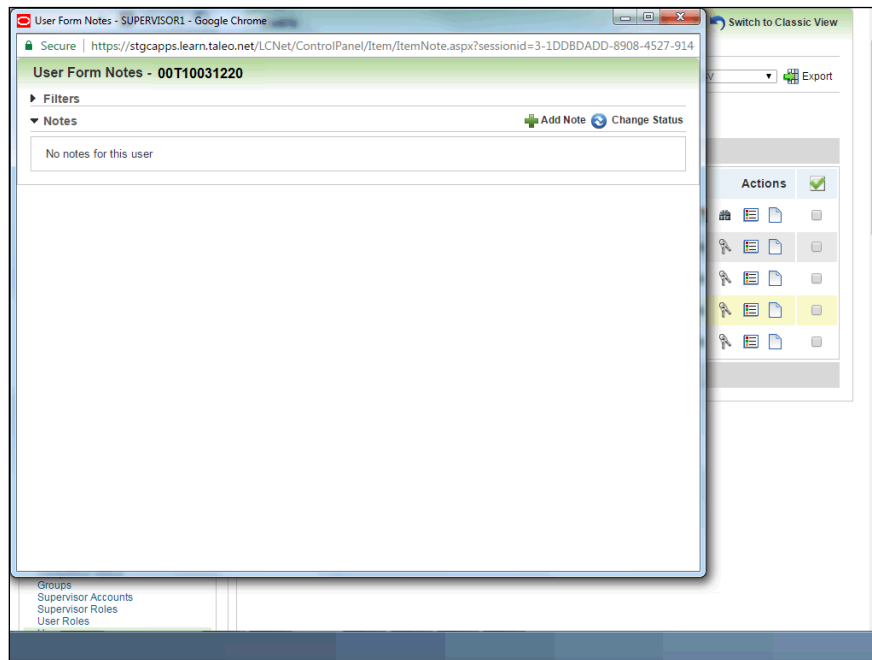
Step	Action
71.	<p>The Note icon allows you to enter notes and/or attach a document to a User.</p> <p>This is a reportable field so please do not enter any sensitive information.</p> <p>Click the Notes link.</p> 


CAPPS HR/PAYROLL

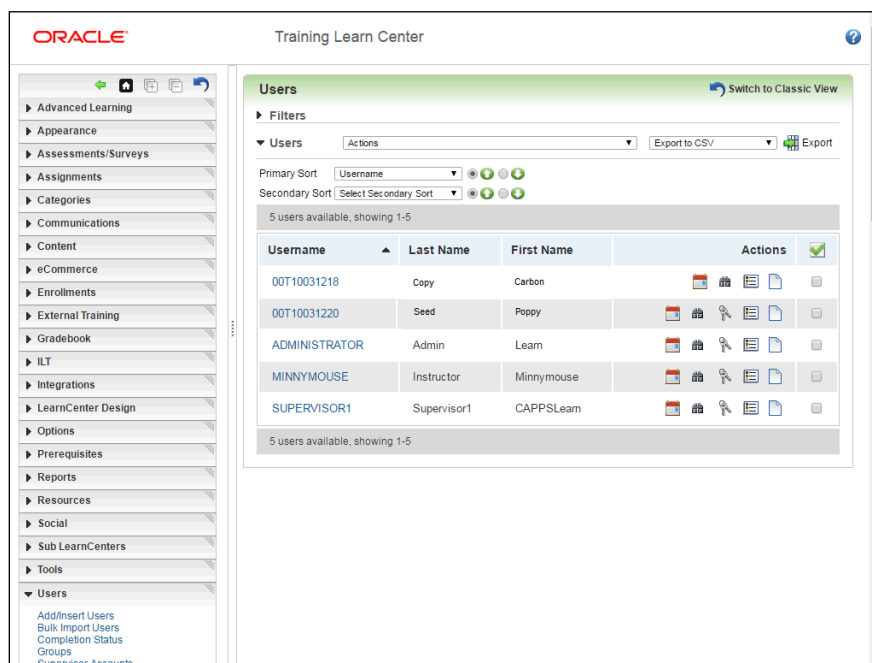
EUT Course



Step	Action
72.	Click the Add Note button.  Add Note
73.	You have the option of entering notes and attaching a document. Click the Return to Note List link.  Return to Note List



Step	Action
74.	Click the Close button. 

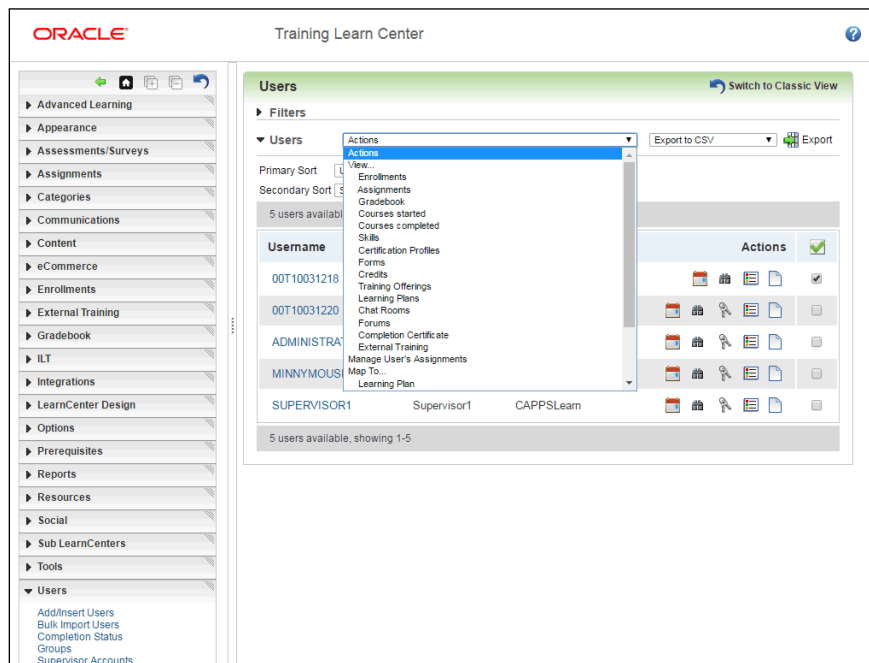


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EUT Course



Step	Action
75.	<p>Now you will work with the Actions List for User - Carbon Copy.</p> <p>You must select the User to perform the Action.</p> <p>Click the Selection for User - Carbon Copy option.</p> <input type="checkbox"/>
76.	<p>Click the button to the right of the Actions field.</p> <input type="button" value="▼"/>
77.	<p>Various tasks that can be performed are listed.</p>





Step	Action
78.	<p>Click the Enrollments list item.</p> <p>Enrollments</p>

The screenshot shows the Oracle Training Learn Center interface. On the left is a navigation menu with categories like Advanced Learning, Appearance, Assessments/Surveys, Assignments, Categories, Communications, Content, eCommerce, Enrollments, External Training, Gradebook, ILT, Integrations, LearnCenter Design, Options, Prerequisites, Reports, Resources, Social, Sub LearnCenters, Tools, and Users. The main area is titled 'User Control Actions' and contains two tables of enrollments for user 00T10031218.

Event Type	Event Title	Enrollment Name	Status/Dates
Instructor Led Training Session	CST - Finance Department	CST - Finance Department	Pre-Status: Approved Post-Status: Completed Start: 1/31/2017 8:00 AM CST End: 1/31/2017 4:00 PM CST

Event Type	Event Title	Enrollment Name	Status/Dates
Instructor Led Training Session	CST - Finance Department	CST - Finance Department	Start: 1/31/2017 8:00 AM CST End: 1/31/2017 4:00 PM CST
Instructor Led Training Session	TTT Team Building Training	TTT Team Building Training	Start: 2/7/2017 9:00 AM CST End: 2/7/2017 5:00 PM CST
Instructor Led Training Session	Training Expo - Agency#	Training Expo - Agency#	Start: 2/8/2017 8:00 AM CST End: 2/22/2017 5:00 PM CST

Step	Action
79.	The Enrollments for Carbon Copy are listed. Click the scrollbar.
80.	If you need to get back to the User List, Click the Users link. Users
81.	Click the Collapse button. 
82.	Click the Home button. 
83.	Congratulations! You have completed this lesson. End of Procedure.

Creating a Dynamic Group & Mapping Users

Section 2 - Lesson 1, Exercise 4 - Creating a Dynamic Group & Mapping Users

The Dynamic Groups feature enables you to automate the process of assigning Users to Groups, Learning Plans, and Skills based on specific User criteria you pre-select. As Users are added to the LearnCenter, or

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EUT Course

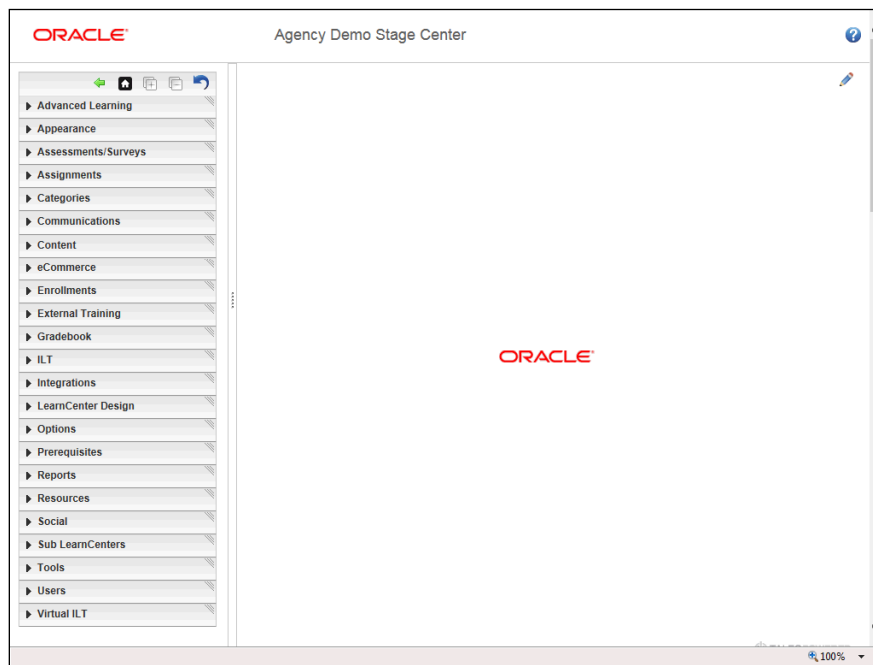


as their User Profile information changes (new position, the process of adding them to or removing them from appropriate Groups and assigning them to appropriate training can be handled automatically by the LearnCenter.

Procedure

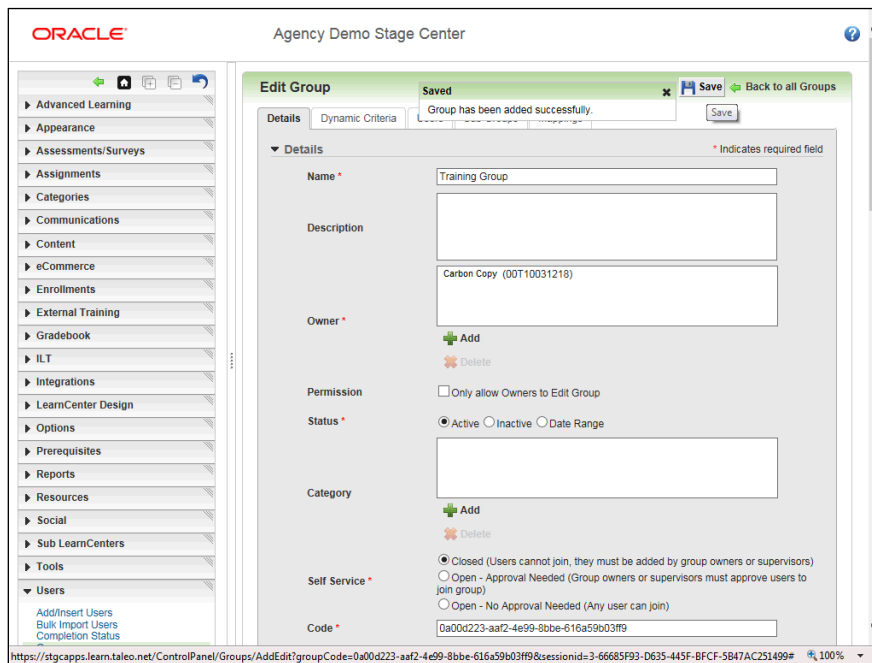
In this lesson, you will learn how to create a Dynamic Group and Map a User to the Group.

- 1) The Dynamic Group name: Training Group
- 2) The User Role: Learn_INSTRUCTOR
- 3) The First Name of User added to the Dynamic Group: Minty



Step	Action
1.	Click the Users link. Users
2.	Click the scrollbar.
3.	Click the Groups link. Groups
4.	There is one group already existing named - Instructor Groups . The Instructor Group has a total of 3 Users.

Step	Action
5.	You will add another Group. Click the Add Group link. Add Group
6.	Enter the desired information into the Name field. Enter " Training Group ". * <input type="text"/>
7.	You have an option of entering a Description as well. For training purposes, you will skip this option.
8.	The Owner field will default. If an Owner needs to be added or deleted you can use the applicable buttons.
9.	Click the Save button. Save



ORACLE Agency Demo Stage Center

Edit Group Saved

Details Dynamic Criteria Group has been added successfully.

▼ Details * Indicates required field

Name *

Description

Owner *

Permission ☐ Only allow Owners to Edit Group

Status * ☒ Active ☐ Inactive ☐ Date Range

Category

Self Service * ☒ Closed (Users cannot join, they must be added by group owners or supervisors) ☐ Open - Approval Needed (Group owners or supervisors must approve users to join group) ☐ Open - No Approval Needed (Any user can join)

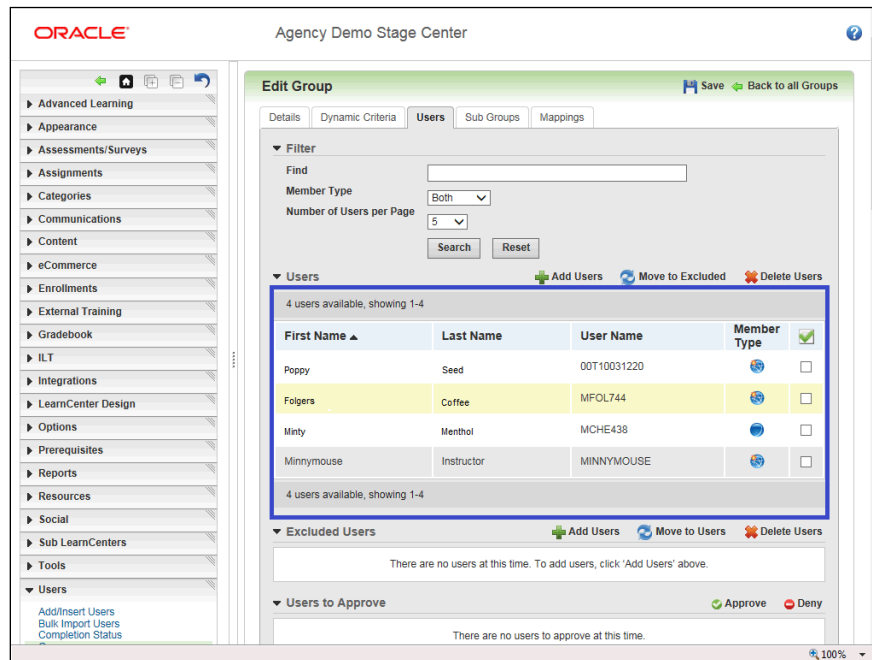
Code *


<https://stgcapps.learn.taleo.net/ControlPanel/Groups/AddEdit?groupCode=0a00d223-aa72-4e99-8bbe-616a59b03ff9&sessionId=3-66685F93-D635-445F-8FCF-5B47AC251499#>

Step	Action
10.	Click the Dynamic Criteria link. Dynamic Criteria

Step	Action
11.	<p>The Dynamic User Criteria tab is used to establish whether the group will be Dynamic or Static.</p> <p>If this page is not filled in, the group will automatically be Static.</p> <p>The only way to make it Dynamic is by filling out this page.</p>
12.	In this example, we will be working with the Users.
13.	<p>Click the Users list item.</p> <p>Users</p>
14.	<p>Click the Field Name list.</p> <p>Field Name [select field] ▼</p>
15.	<p>Click the User Role list item.</p> <p>User Role</p>
16.	<p>The Value field automatically populated but the down arrow can be used to select another User Role.</p> <p>You will be using the value Learn_Instructor.</p>
17.	<p>Click the Preview Results button.</p> <p>Preview Results</p>
18.	<p>Click the Dynamic User Results pointer.</p> <p>■</p>
19.	There are 3 Users that have the User Role - Learn_Instructor.
20.	<p>Click the Save button.</p> <p>Save</p>
21.	<p>Click the Users link.</p> <p>Users</p>
22.	<p>You are going to Add an additional User to the Dynamic Group.</p> <p>Click the Add Users button.</p> <p>Add Users</p>

Step	Action
23.	Enter the desired information into the First Name field. Enter " Minty ". First Name <input type="text"/>
24.	Click the Search button. <input type="button" value="Search"/>
25.	Click the Action option. <input type="checkbox"/>
26.	Click the Return Selected link. <input type="button" value="Return Selected"/>



Step	Action
27.	Now there are 4 Users that are in the Dynamic Group. Click the Save button. Save
28.	Click the Back to all Groups link. Back to all Groups
29.	The Training Group is added to the list of Groups.
30.	Click the Control Panel Home button. 
31.	Congratulations! You have completed this lesson. End of Procedure.

Validating Role Config & Security Permissions

Section 2 - Lesson 1, Exercise 5 - Validating Role Config & Security Permissions

LearnCenter User permissions are the keys to the LearnCenter. As an Administrator, you have the authority to grant or deny User permissions for other users. When you grant a user a permission, you are giving that user the right to access functionality, fields, or pages to which other users may not have access.

Denying permission takes away that user's right to access that information. Some fields and functionality are tied to User permissions, and if a user does not have those permissions that user will not be able to access that field or functionality.

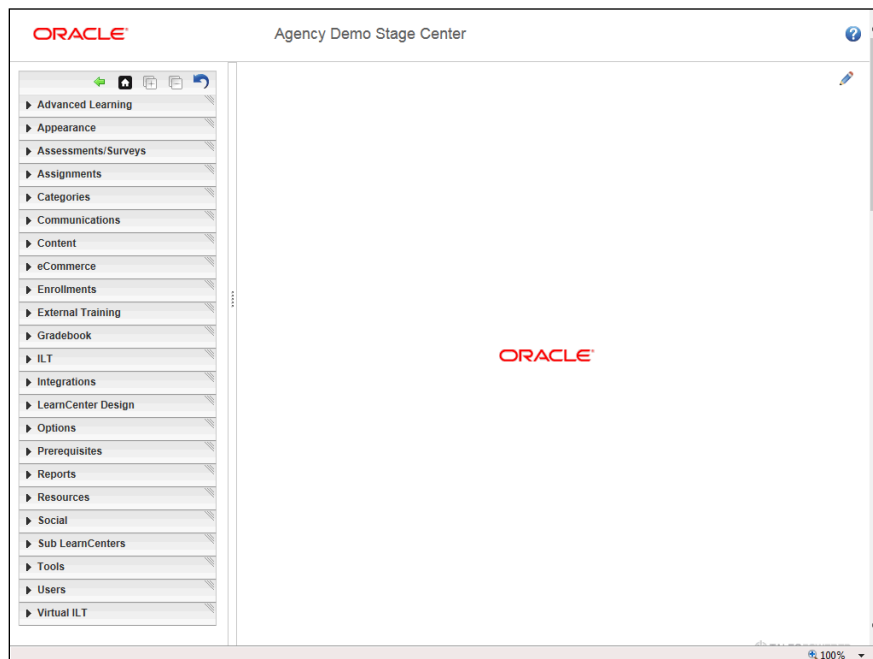
Procedure

In this lesson, you will learn how to map a User to a role and view/edit role permissions.

1) User Role: Learn_INSTRUCTOR

2) Adding User: Poppy Seed

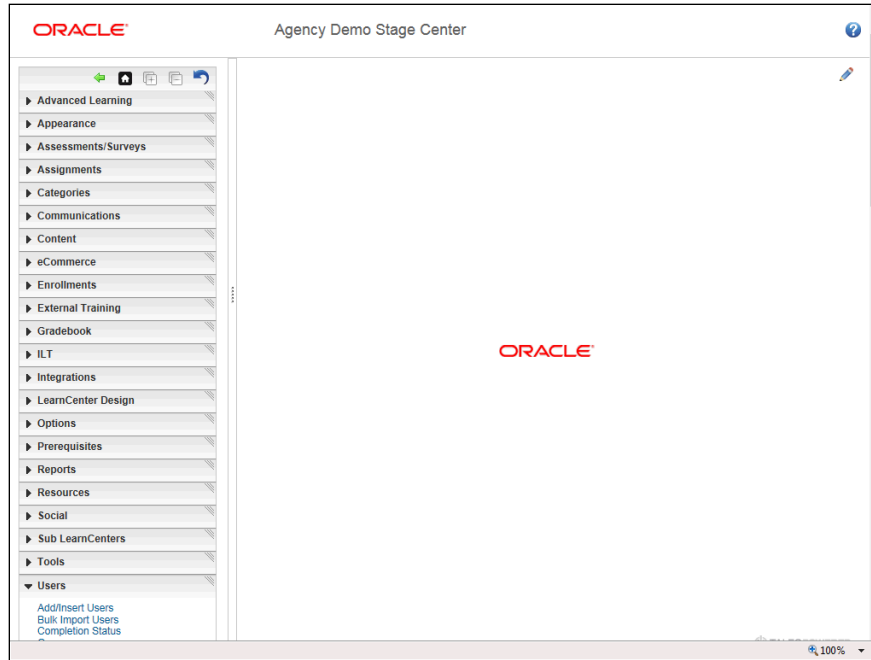
Step	Action
1.	<p>NOTE: Delivered baseline roles should not be changed due to the custom interface.</p> <p>Before making modifications to permissions, it is recommended that you consult with CPA first, as it may impact Users access.</p>



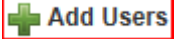


Step	Action
2.	<p>Click the Users link.</p> <p>Users</p>

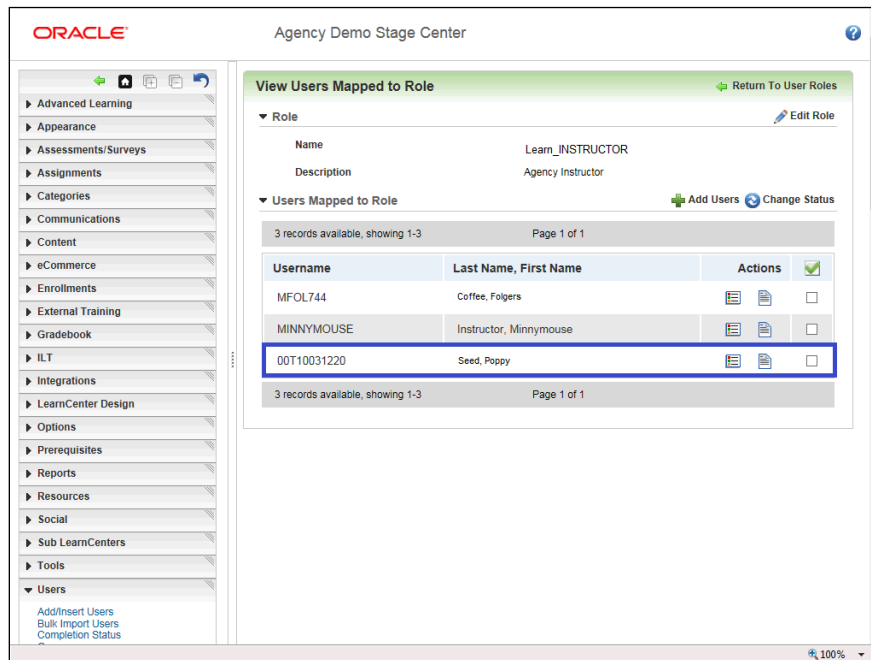
CAPPS HR/PAYROLL



EUT Course

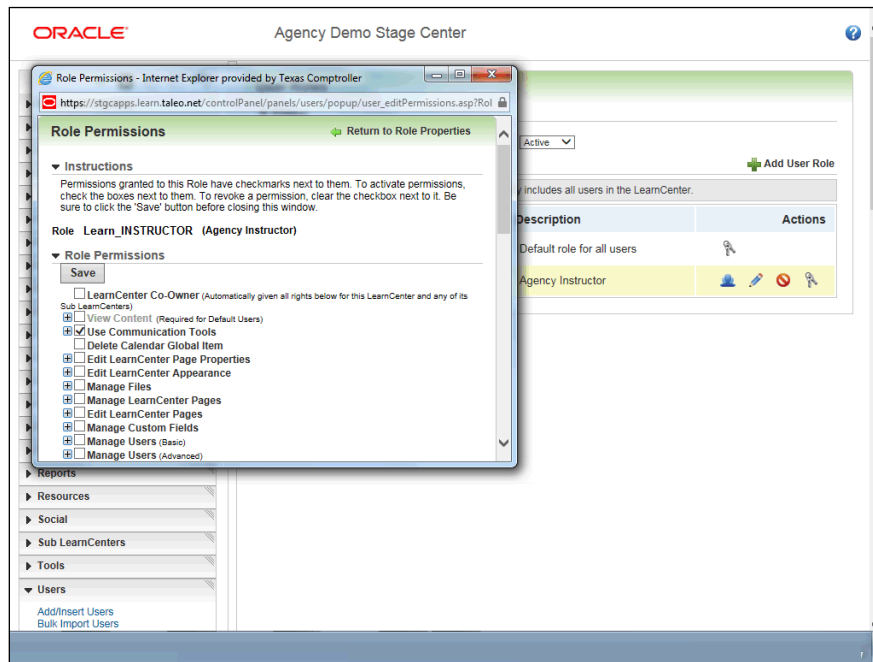



Step	Action
3.	Click the scrollbar.
4.	Click the User Roles link. 
5.	You will be editing the User Role - LRN_Instructor. Click the Manage Users button. 
6.	There are 2 users that are mapped to this Role. You will add another User. Click the Add Users link. 

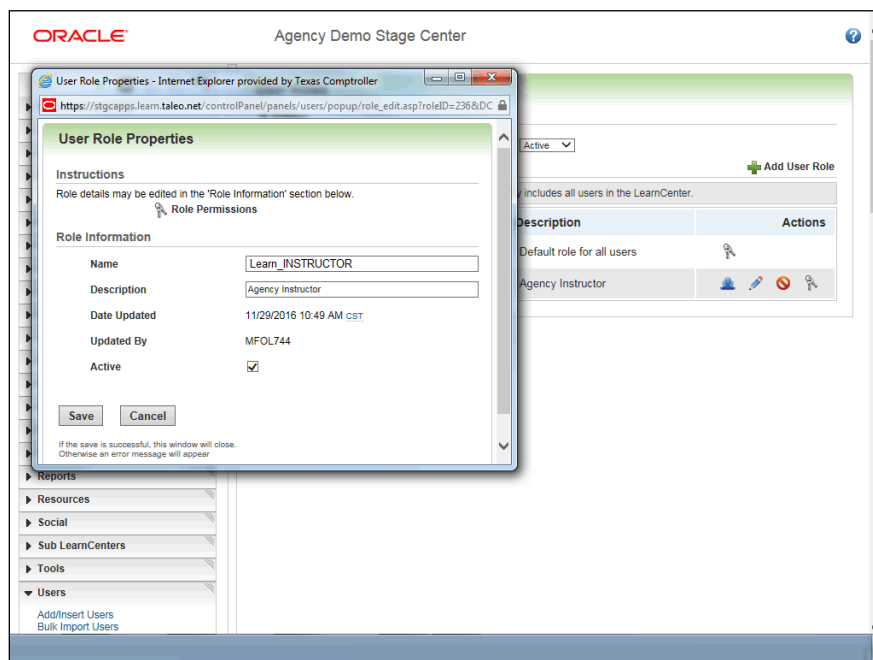
Step	Action
7.	Enter the desired information into the First Name field. Enter " Poppy ". First Name <input type="text"/>
8.	Click the Search button. <input type="button" value="Search"/>
9.	Click the Selection option. <input type="checkbox"/>
10.	Click the Return Selected link. <input type="button" value="Return Selected"/>

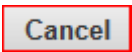


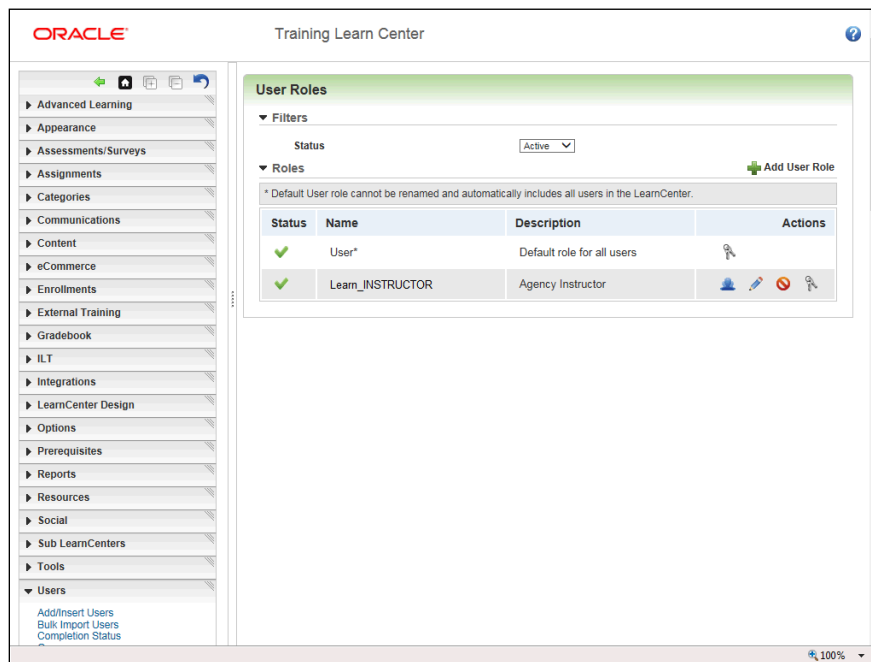
Step	Action
11.	<p>Poppy Seed is added to the list of Users that are mapped to the Role.</p> <p>Click the Return To User Roles link.</p> 
12.	<p>Now you can view/edit the Role Permissions that are assigned.</p> <p>Click the Edit Permissions button.</p> 
13.	<p>It is recommended to review the existing User permissions before modifications are made as this may impact Users access.</p> <p>We will leave the Role Permissions, as is, for this example.</p>





Step	Action
14.	Click the Return to Role Properties link. 



Step	Action
15.	<p>We didn't make any changes so we can Cancel instead of Save.</p> <p>Click the Cancel button.</p> 



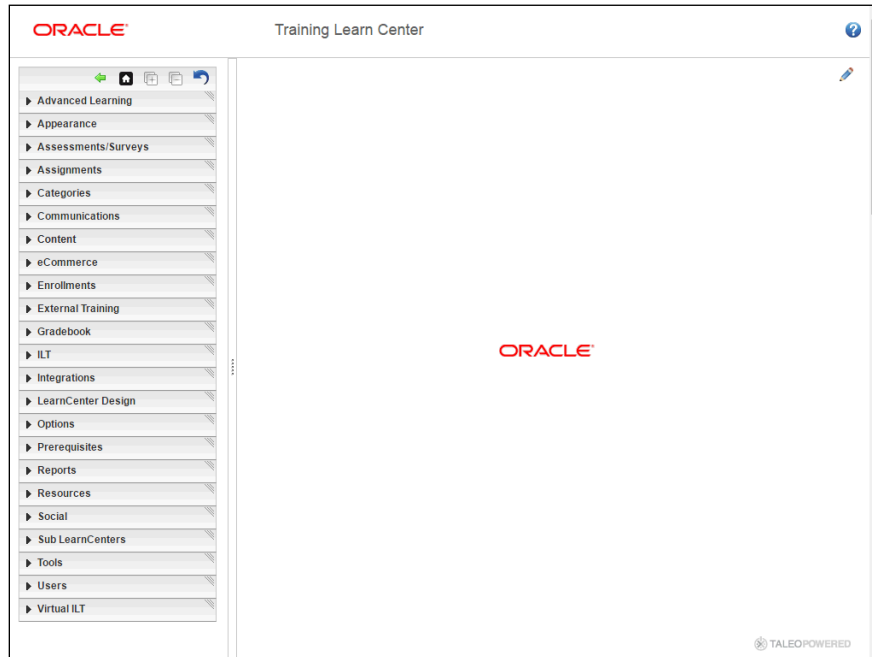
Step	Action
16.	<p>Click the Collapse All button.</p> 
17.	<p>Click the Control Panel Home button.</p> 
18.	<p>Congratulations! You have completed this lesson.</p> <p>End of Procedure.</p>

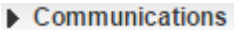
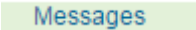
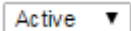

Managing/Defining Message and Notices

Section 2 - Lesson 1, Exercise 6 - Managing/Defining Message and Notices

Procedure

In this lesson, you will define a message for Communications.



Step	Action
1.	Click the Communications link. 
2.	Click the Messages link. 
3.	You can use Filters to find specific messages according to the Status and/or the Event Type.
4.	There are (3) Message statuses: Active, Inactive, or Both. Click the Status dropdown button to activate the menu. 
5.	You will be using the Active status. Click the Active list item. 

CAPPS HR/PAYROLL

EUT Course



ORACLE Training Learn Center

Messages

Filters

Name

Subject

Status

Event Type

- [All Event Types]
- BI Reporting
- Certification Track
- Class
- Completion Status
- Course
- Credit
- Learning Plan
- eCommerce
- Enrollment
- External Training
- Forum
- Group
- ILT Session
- Job Profile
- PRQ
- Report
- Review
- Security
- Skill

Pagination per page

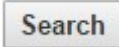

[Set Columns](#) [Change Status](#)

1 message available, showing 1-1

Type	Name	Message Subject	Enrollment	Status	Actions
Enrollment	Enrollment	Enrollment	Enrollment	✓	View Edit Delete
Completion	Completion	Completion	Completion		
Certificate	Certificate	Certificate	Certificate		

1 message available, showing 1-1

Step	Action
6.	Click the button to the right of the Event Types field. <div> <div>[All Event Types]</div> <div>[All Event Types]</div> </div>
7.	All Event Types are listed. Click the Enrollment list item. <div> <div>Enrollment</div> <div></div> </div>

Step	Action
8.	Click the Search button. 
9.	You will edit the Enrollment Completion Certificate message. Click the Edit button. 
10.	You are able to edit the Name , Subject , and Body of the message.
11.	Message templates offer a dynamic object tool to modify your messages. By selecting the delivered dynamic content, you can personalize the messages for your Users.
12.	The Dynamic Object cannot be changed.
13.	You will add a few words into the Message Body. Click in the field.

CAPPS HR/PAYROLL

EUT Course



ORACLE Training Learn Center

Edit Enrollment Message [Return to Message List](#) [View Message Detail](#)

► Message Description

▼ Message Status

Name [Enrollment Completion Certificate]

Status ☒ Active ☐ Inactive

▼ Message Subject

Enrollment Completion Certificate

Insert Dynamic Content

▼ Message Body

Dear [[User First Name]] [[User Last Name]],

You have completed the enrollment [[Enrollment Name]] and have obtained the attached certificate.

Please view and print the attached certificate for your own records.

Insert Dynamic Content

▼ Message Attachment [Insert From Resource Manager](#) [Delete Attachments](#)

[Choose File](#) No file chosen [Insert](#)

Filename	Type	Size	
No attachments			


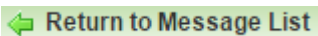


▼ Message Triggers

This message cannot be set to use triggers.

▼ Select LearnCenter

[Save Customizations](#)

Step	Action
14.	Add a few spaces under the existing text. Press [Enter] .
15.	Press [Enter] .
16.	Enter the desired information into the field. Enter " Thank you! ".
17.	Click the scrollbar.
18.	You may choose to use the Message Attachment feature. You will need to browse your computer for the file in order to attach it.

Step	Action
19.	Click the Save button. 
20.	Click the Return to Message List link. 
21.	Click the Collapse link. 
22.	Click the Home link. 
23.	Congratulations! You have completed this lesson. End of Procedure.

S2L2 - Content and Training Admins

Configuring/Displaying LC Pages

Section 2 - Lesson 2, Exercise 1 - Configuring/Displaying LC Pages

Procedure

In this lesson, you will learn how to edit a page by adding a Dynamic Object (DO) link.

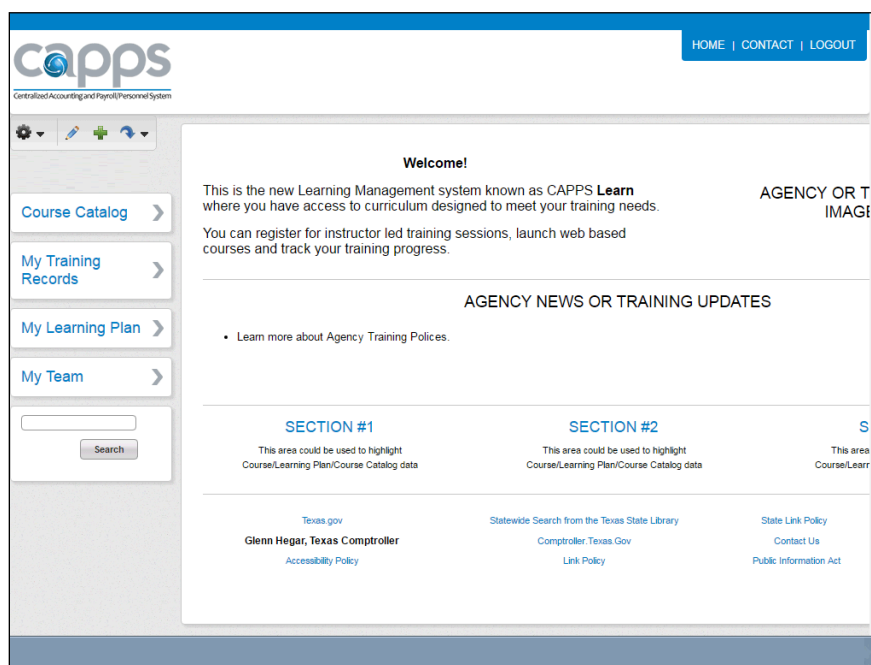
CAPPS HR/PAYROLL



EUT Course




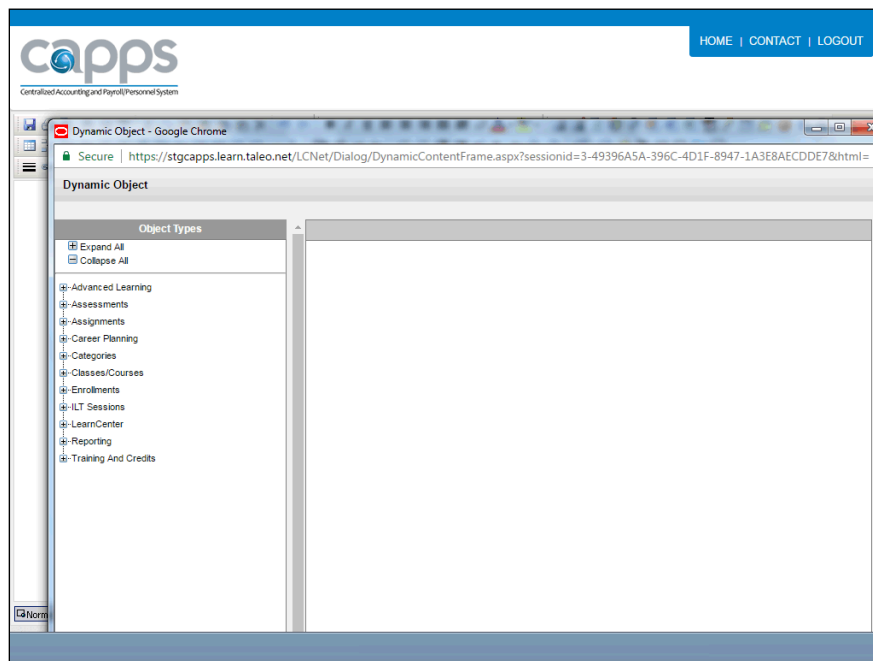
- You will walk through the steps of adding a WBT class link to the Main Web Page - Home Screen.

Step	Action
1.	Note: Internet Explorer (IE) will not work with the LearnCenter page editor (WYSIWYG).



Step	Action
2.	Click the Edit Mode button. 
3.	From this page you can identify the Region (area) of the page where you want to add course/class DO link.
4.	Click the Insert New Area Here link.  Insert New Area Here

Step	Action
5.	<p>You can change the Area Type but we will use the Free-Form (Text and Graphics) option.</p> <p>Click the Add Area button.</p> <p>Add Area</p>
6.	<p>The LearnCenter Page Editor will be displayed in the center of the page better known as the WYSIWYG editor.</p> <p>It is used to design a LearnCenter page. It uses buttons similar to those you are already familiar with in other software programs.</p>
7.	<p>To add a Dynamic Object for the course/class link,</p> <p>Click the Lightning Bolt button.</p> <p></p>

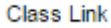
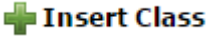

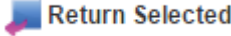


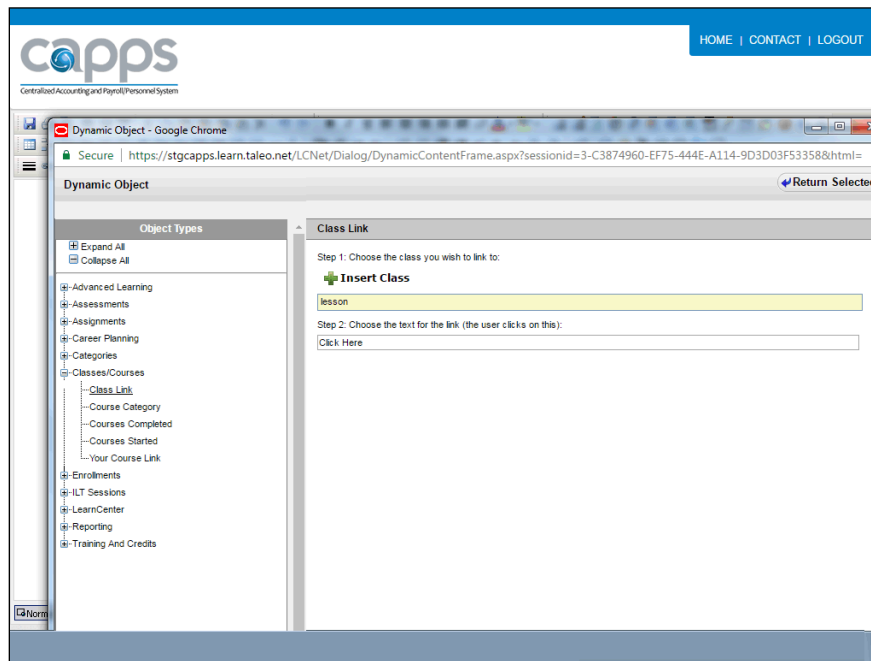
Step	Action
8.	<p>Click the Classes/Courses link.</p> <p>Classes/Courses</p>

CAPPS HR/PAYROLL

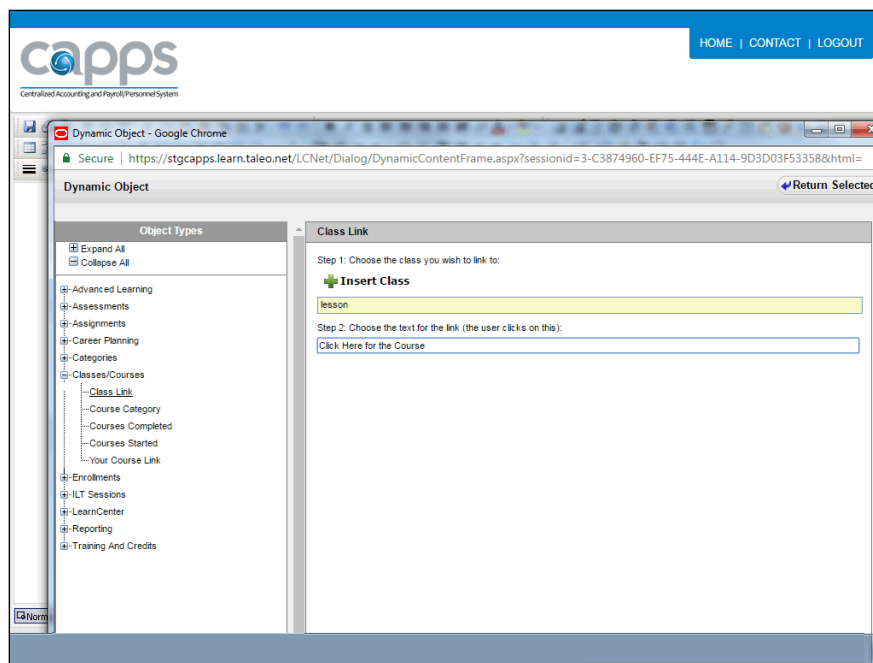
EUT Course

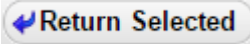


Step	Action
9.	Click the Class Link link. 
10.	In order for your class to be available it has to be in the showroom otherwise it will not be displayed. Click the Insert Class link. 
11.	The Class Link Selector page allows you to use Filters to search for the Class or review the Data List for the classes available.
12.	You will be using the Class named "lesson". Click the Select option. 
13.	The Returned Selected button serves as a Save on this page. Click the Return Selected button. 



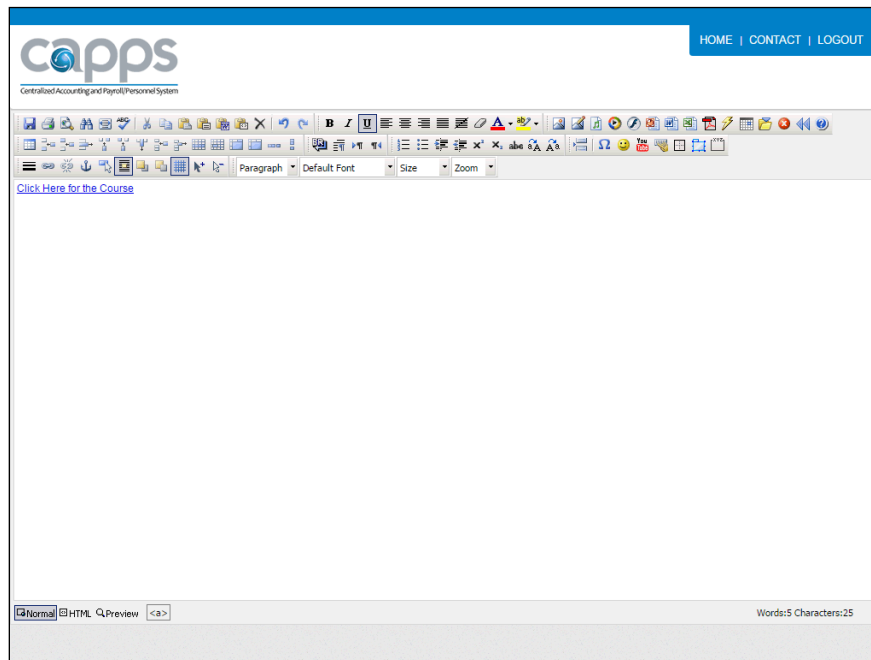
Step	Action
14.	<p>Step 2 is referring to the text that the User will see and will click on to access the Class.</p> <p>The text already includes the words Click Here but we want the text to read - Click Here for the Course.</p> <p>Enter the desired information into the field. Enter "for the Course".</p>


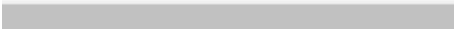




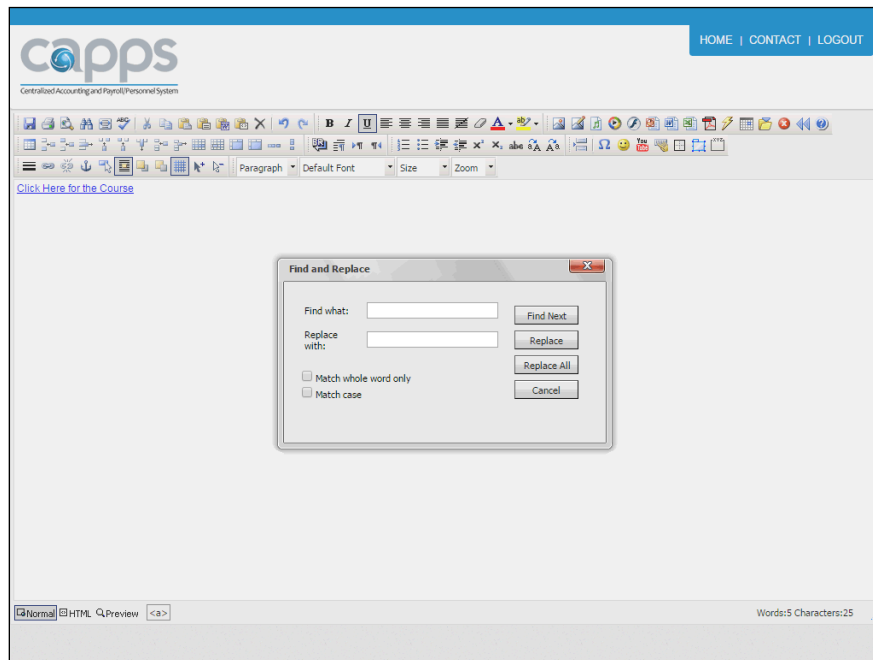
Step	Action
15.	<p>Click the Return Selected button.</p> 
16.	<p>The link for the course appears in the WYSIWYG Editor as a link.</p> <p>(This is what it will look like on the Home Page.)</p>

CAPPS HR/PAYROLL

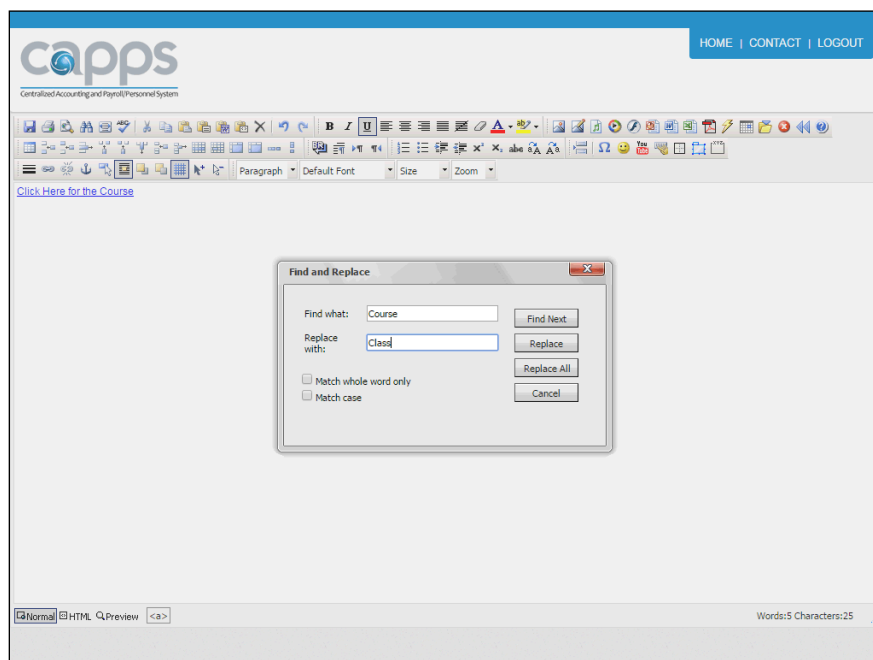
EUT Course

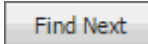


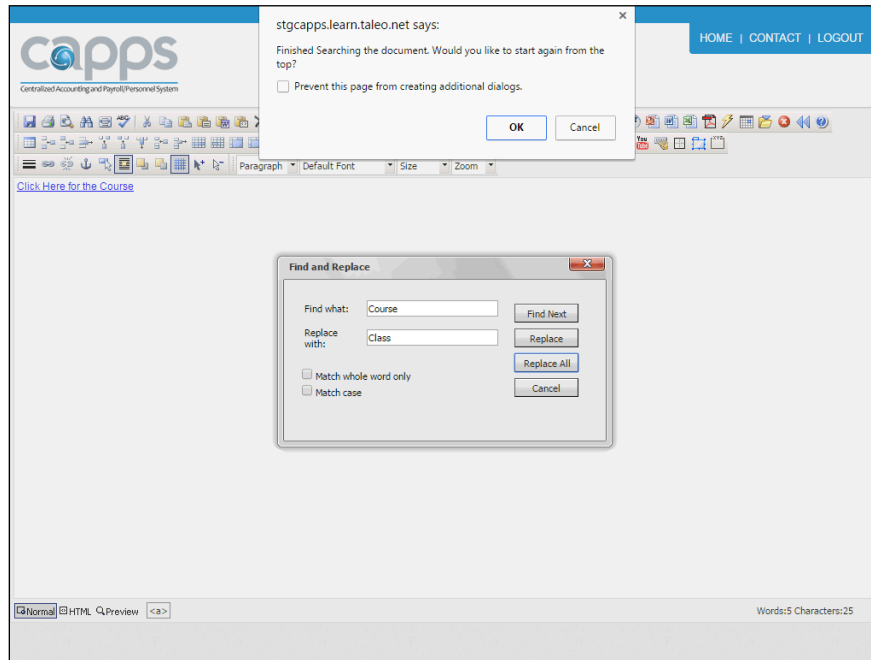
Step	Action
17.	<p>Your work must saved.</p> <p>Click the Save button.</p> 
18.	<p>There is a Preview in the blue boxed area and you can determine the Display Options, if applicable.</p>
19.	<p>You notice that in the Preview, you should have used Class instead of Course.</p> <p>Use the Edit button to fix this error.</p>
20.	<p>Click the scrollbar.</p> 
21.	<p>Click the Edit button.</p> 
22.	<p>You will use the View Icon to find and replace text.</p> <p>Click the Find link.</p> 

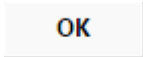


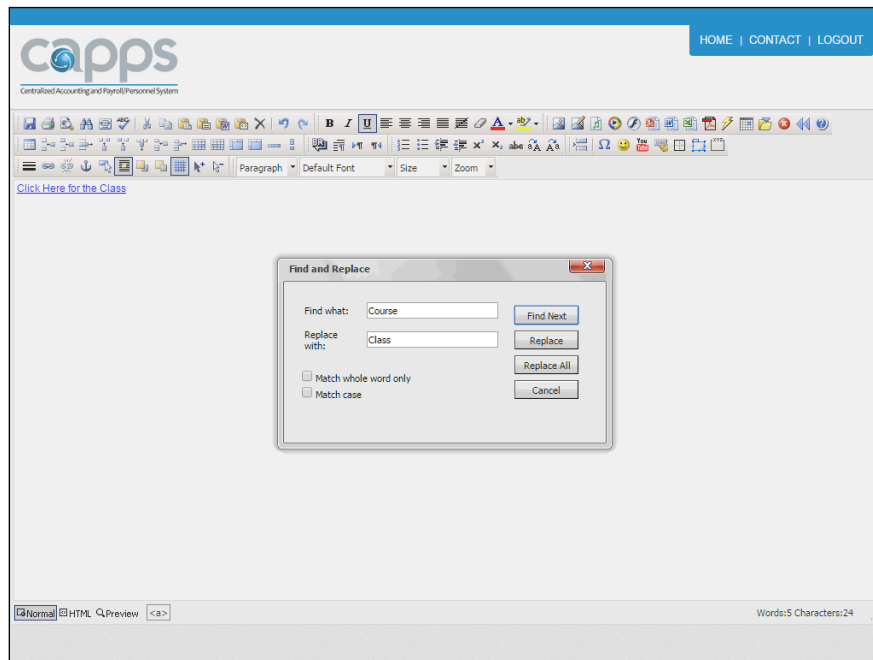
Step	Action
23.	Enter the desired information into the Find what field. Enter " Course ".
24.	Enter the desired information into the Replace with field. Enter " Class ".

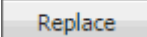





Step	Action
25.	Click the Find Next button. 



Step	Action
26.	This screen may come up multiple times unless you select the Prevent option. Click the Prevent this page from creating additional dialogs option. <input type="checkbox"/>
27.	Click the OK button. 



Step	Action
28.	Click the Replace button. 
29.	Note the change from Course to Class. Click the Close button. 
30.	Click the Save button. 
31.	The change is in the Preview area now so you will go to the Home Page to test it. Click the Home link. 
32.	Click the Click Here for the Class link. Click Here for the Class
33.	The class launched as expected. Click the Exit this class link. Exit this class

Step	Action
34.	Congratulations! You have completed this lesson. End of Procedure.

Creating Courses with LC Course Editor

Section 2 - Lesson 2, Exercise 2 - **Creating Courses with LC Course Editor**

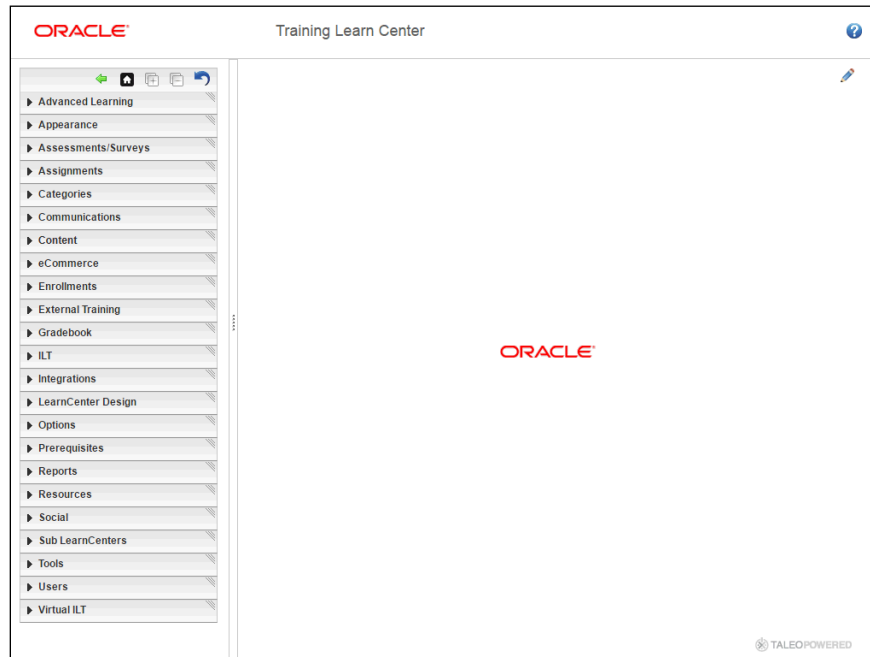
The LearnCenter WYSIWYG (What You See is What you Get) Course Editor, is a web-based authoring tool available inside your LearnCenter. It allows you to create multimedia web-based content inside your LearnCenter. This editor is very similar to the Site Editor and Page Editor used to design the main site header and the LearnCenter Pages.

Some HTML customizations, such as height and width settings, may negatively impact on-screen viewing. Always test and validate any custom HTML code to ensure that it displays as you intended.




Internet Explorer (IE) does not work well with this editor.

Procedure

In this lesson, you will learn how to create a course with the LearnCenter Course Editor.

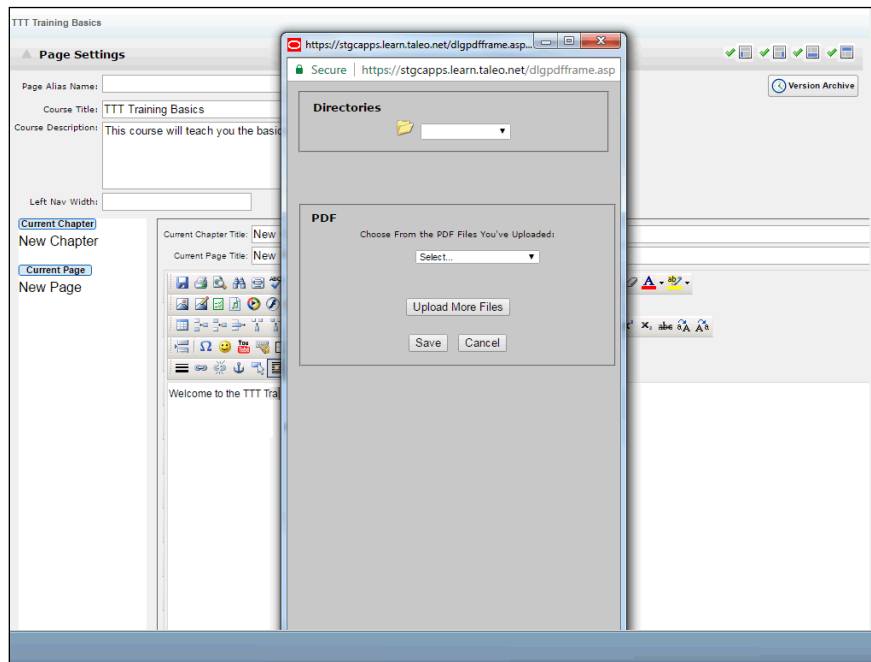


Step	Action
1.	Click the Content link. Content

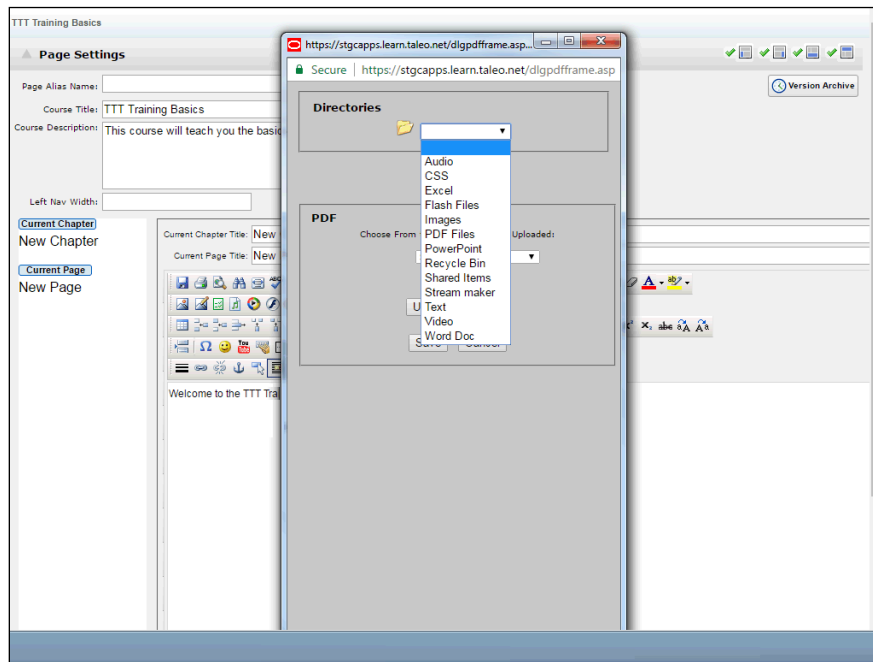
Step	Action
2.	Click the Add New Course link. Add New Course
3.	Enter the desired information into the Name field. Enter " TTT Training Basics ".
4.	Enter the desired information into the field. Enter " This course will teach you the basics in order to train your end users. ".
5.	Click the scrollbar.
6.	Click the Continue button. 
7.	Click the Continue button. 
8.	Outside of training you should take the time to read the Introduction Overview. Click the Start Modifying Your Course link. Start Modifying Your Course
9.	The WYSIWYG Course Editor lets you develop chapters and pages for a course and design the layout of each page using variable fonts, versatile text placement, and the inclusion of multimedia elements.
10.	Enter the desired information into the field. Enter " Welcome to the TTT Training Basics Course. ".
11.	Now you are going to add a file to be included in this course. It exists within the files in Resource Manager. Click the PDF link. 

CAPPS HR/PAYROLL

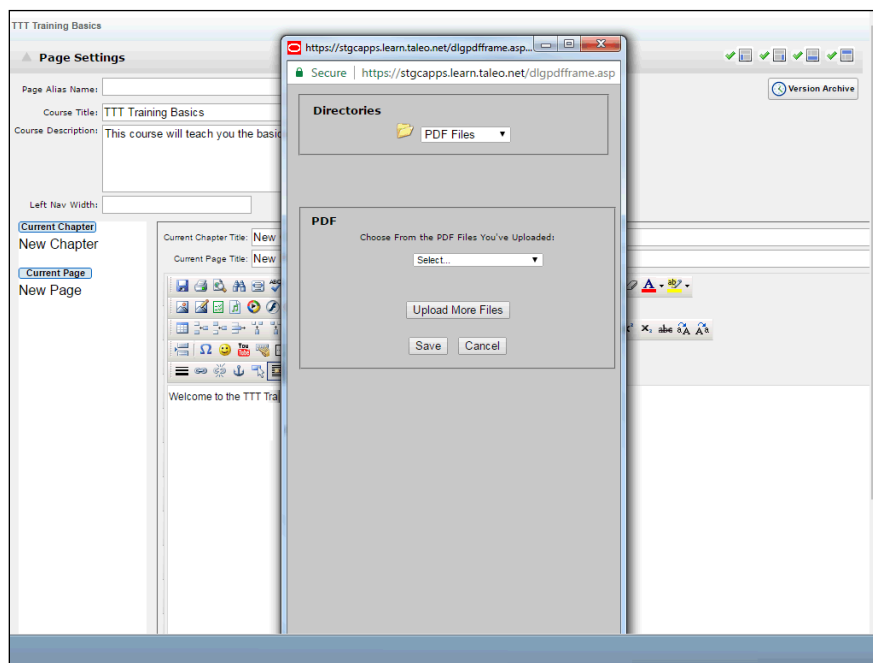
EUT Course



Step	Action
12.	<p>You will search for the file in the PDF Files Directory.</p> <p>Click the Directories dropdown button to activate the menu.</p> <div>▼</div>



Step	Action
13.	Click the PDF Files list item. PDF Files

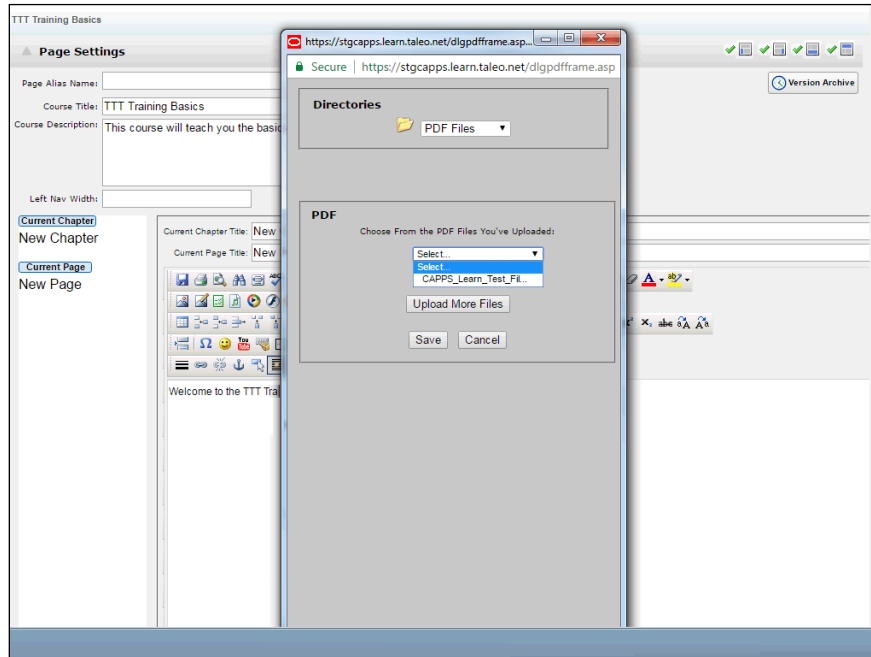


CAPPS HR/PAYROLL

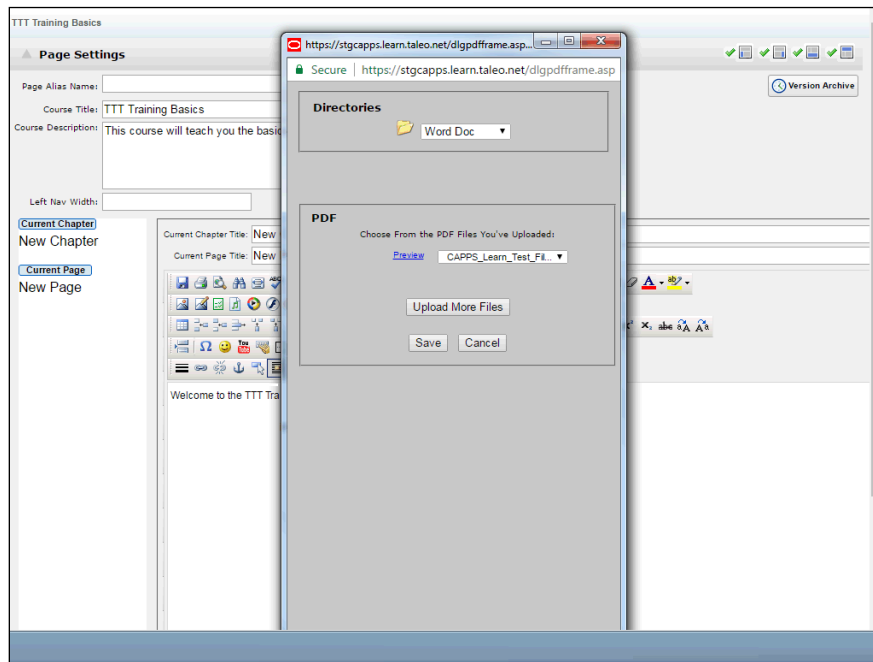
EUT Course




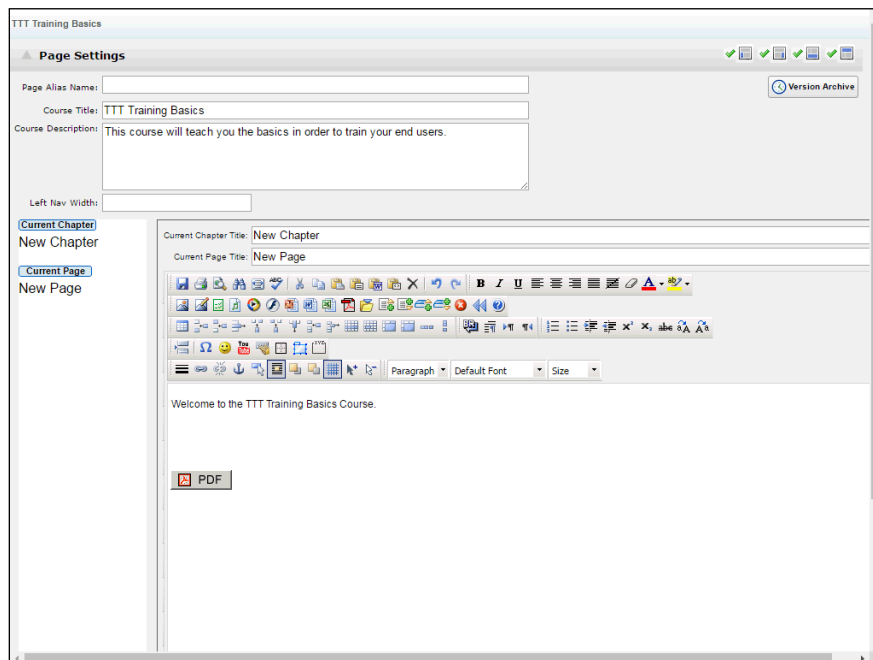
Step	Action
14.	Click the Select dropdown button to activate the menu. ▼


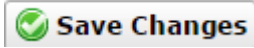



Step	Action
15.	Click the CAPPS_Learn_Test_File list item. <u>CAPPS_Learn_Test_Fil...</u>



Step	Action
16.	Click the Save button. 



Step	Action
17.	Click the scrollbar. 
18.	Click the Save Changes button. 
19.	This button Ends the Course.
20.	This button takes you to an Evaluation and the option to End a Course.
21.	Click the End Course button. 
22.	Congratulations! You have completed this lesson. End of Procedure.

Inserting a WBT

Section 2 - Lesson 2, Exercise 3 - Inserting a WBT

There are several steps involved in implementing a WBT in a LearnCenter:

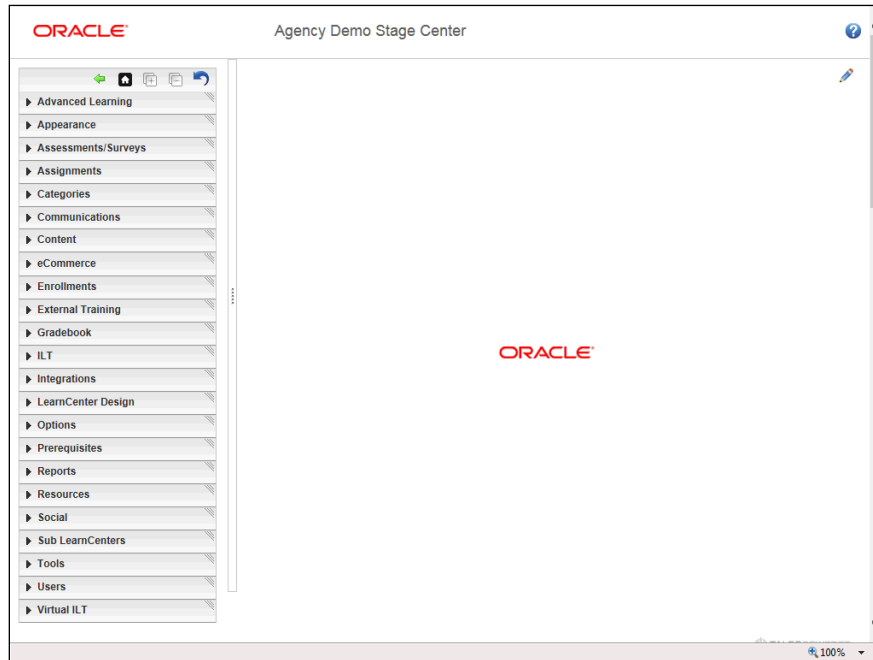
Admins will perform Steps 1, 4 and 5 ONLY

1. **Create WBT - You will create the WBT content in an authoring tool.**
2. FTP WBT Content files to your FTP Site - Using FTP software, you upload the content files to the FTP site for your LearnCenter.
3. *Import WBT Content - You import the content into your LearnCenter, creating a link or a pointer for the content inside LearnCenter. At this point, the content is in the "warehouse" and Users cannot yet see the content.*
4. **Insert WBT Content - Once tested, you insert the WBT content from the Warehouse into the showroom.**
5. **Distribute WBT to Users on the webpage via container**, i.e. Learning Plan, Enrollments, Assignments in your LearnCenter pages.

Procedure

In this lesson, you will learn how to insert an existing WBT course from the warehouse to the showroom.

WBT course: Acceptable Use Information

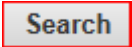

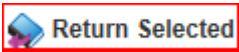


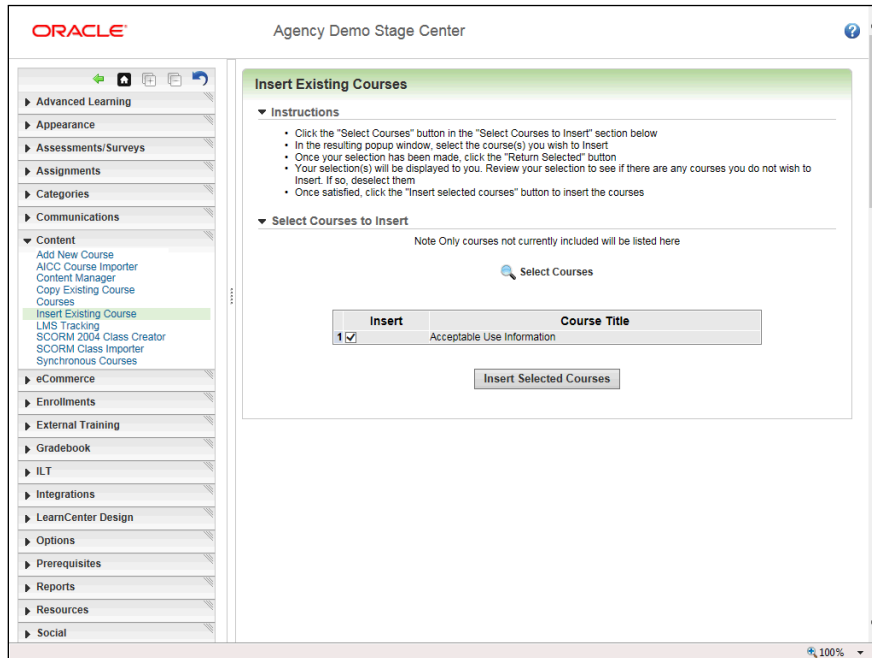
Step	Action
1.	Click the Content link. Content
2.	Click the Insert Existing Course link. Insert Existing Course
3.	Click the Select Courses link. Select Courses

CAPPS HR/PAYROLL

EUT Course



Step	Action
4.	Use the search Filter (you can leave the default). Click the Search button. 
5.	Click the scrollbar.
6.	Click the Acceptable Use Information option. 
7.	Click the scrollbar.
8.	Click the Return Selected link. 



ORACLE Agency Demo Stage Center

Insert Existing Courses

Instructions

- Click the "Select Courses" button in the "Select Courses to Insert" section below
- In the resulting popup window, select the course(s) you wish to insert
- Once your selection has been made, click the "Return Selected" button
- Your selection(s) will be displayed to you. Review your selection to see if there are any courses you do not wish to insert. If so, deselect them
- Once satisfied, click the "insert selected courses" button to insert the courses

Select Courses to Insert

Note Only courses not currently included will be listed here

Select Courses

Insert	Course Title
<input checked="" type="checkbox"/>	Acceptable Use Information

Insert Selected Courses

Step	Action
9.	Click the Insert Selected Courses button. Insert Selected Courses
10.	Congratulations! You have completed this lesson. End of Procedure.

Uploading Files to Resource Manager

Section 2 - Lesson 2, Exercise 4 - Uploading Files to Resource Manager

Before you can use files like images, audio, or documents, on your site, you must first upload them to the Resource Manager. When you upload files, you can do so directly to standard or custom folders to keep things organized.

You are able to choose different users to upload the fields, i.e., personal, shared or global.

There is a size limit of 10mb.

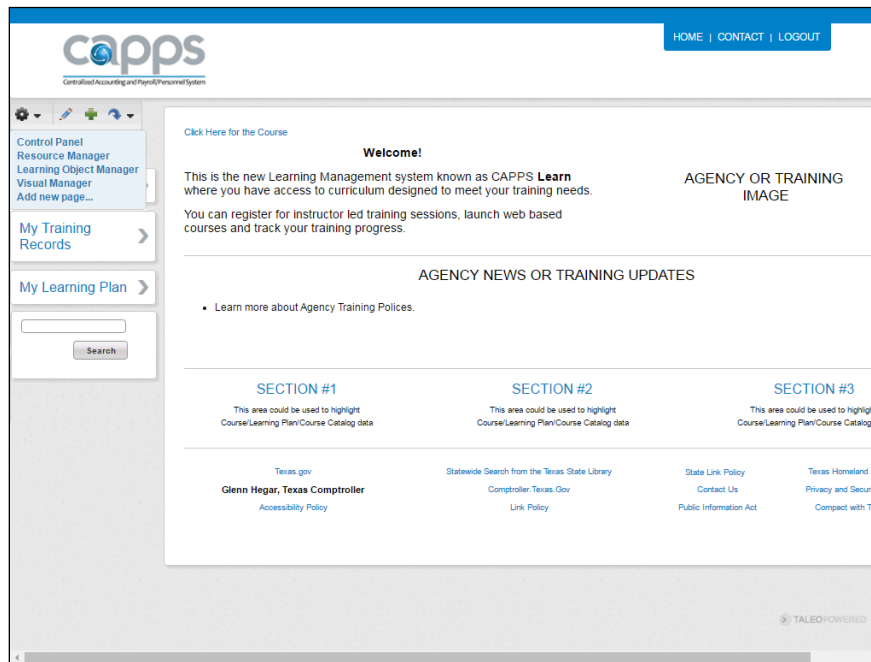
Procedure


In this lesson, you will learn how to upload a file to the Resource Manager.

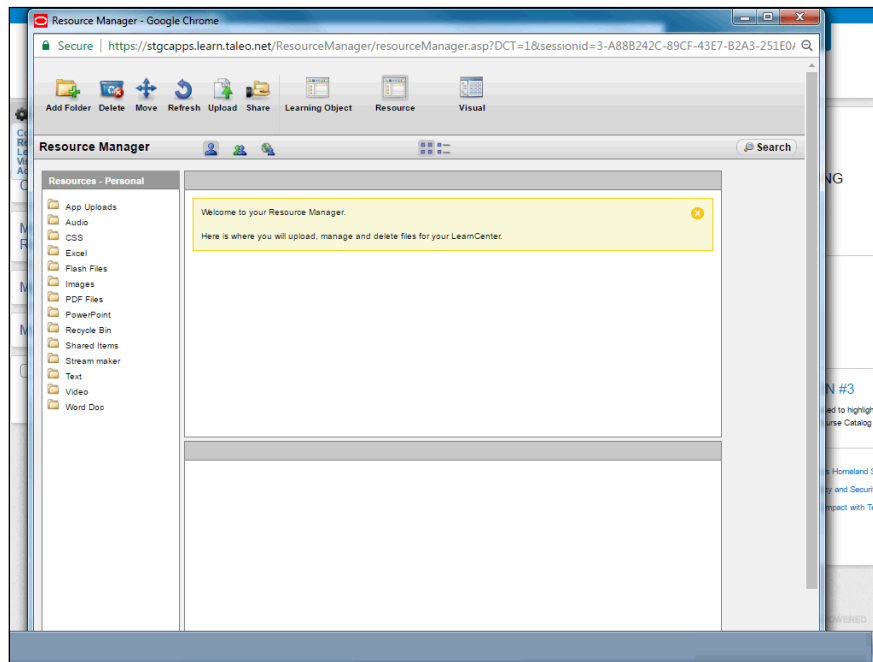
File Name: Using_UPK_Instructions


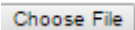
CAPPS HR/PAYROLL

EUT Course



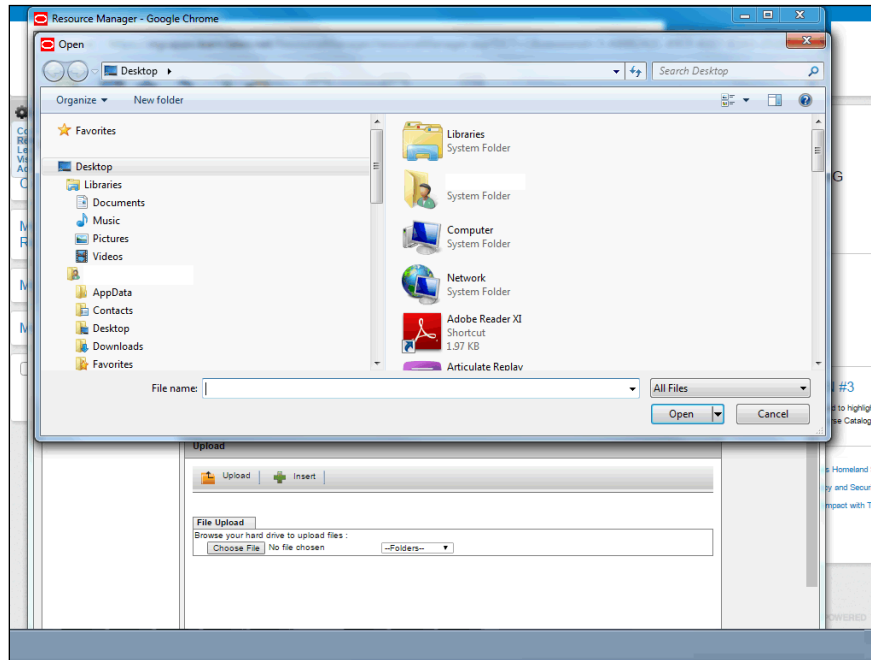
Step	Action
1.	Click the Control dropdown button to activate the menu. 
2.	Click the Resource Manager link. Resource Manager



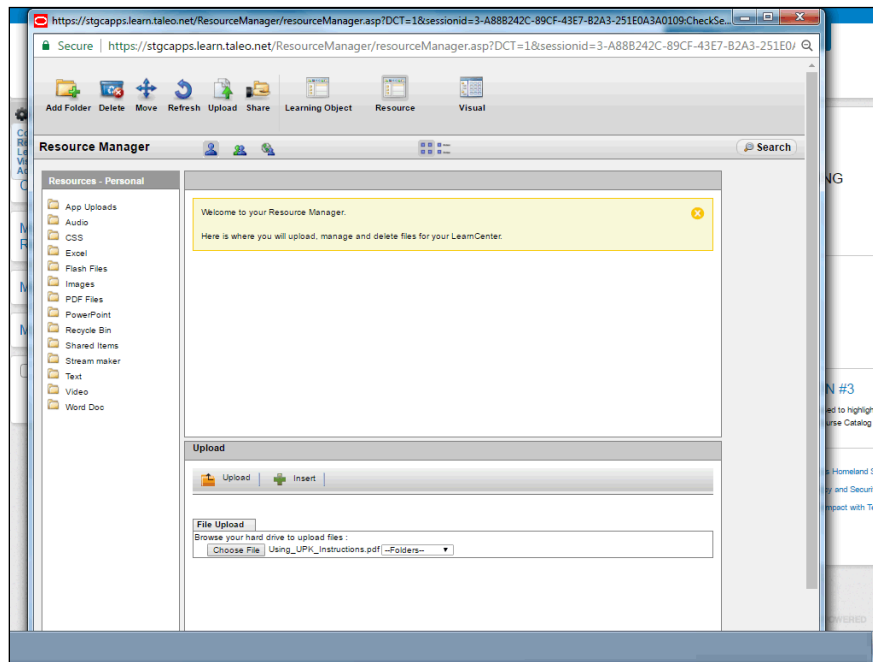
Step	Action
3.	Click the Upload button. 
4.	Click the Choose File link. 

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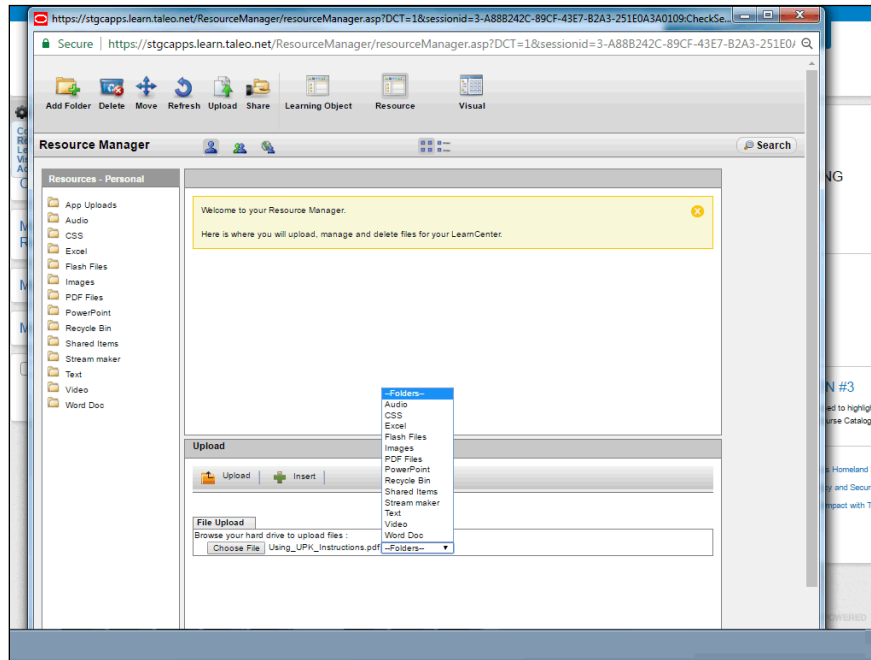
Step	Action
5.	Locate the file on your computer, Click the scrollbar.
6.	Click the Using_UPK_Instructions.pdf object. <div> <div>Using_UPK_Instructions.pdf</div> <div>Adobe Acrobat Document</div> <div>278 KB</div> </div>
7.	Click the Open button. <div> <div>Open</div> <div>▼</div> </div>



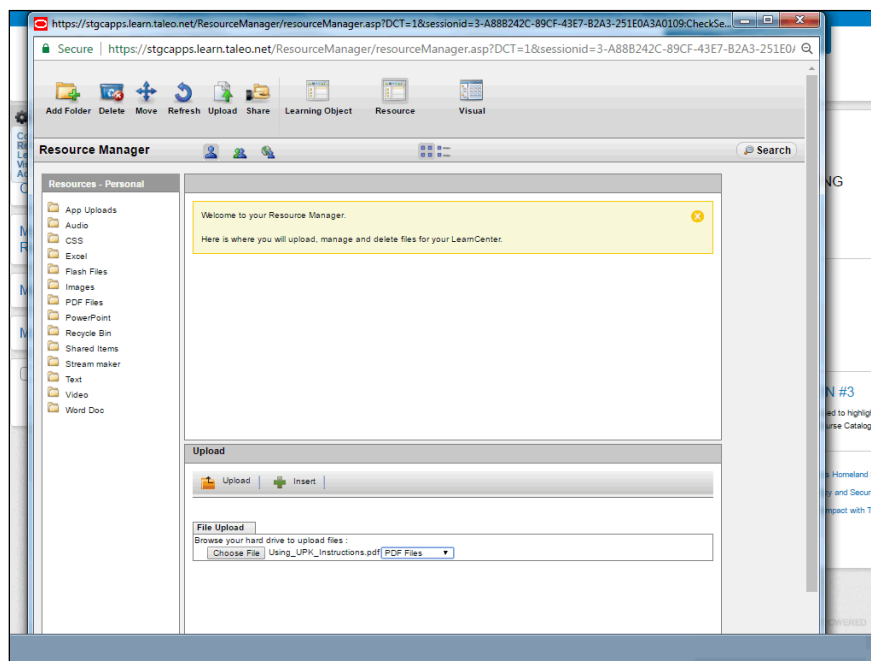
Step	Action
8.	<p>You will select where the file will be stored in Resource Manager.</p> <p>Click the button to the right of the Folders field.</p> <p>▼</p>


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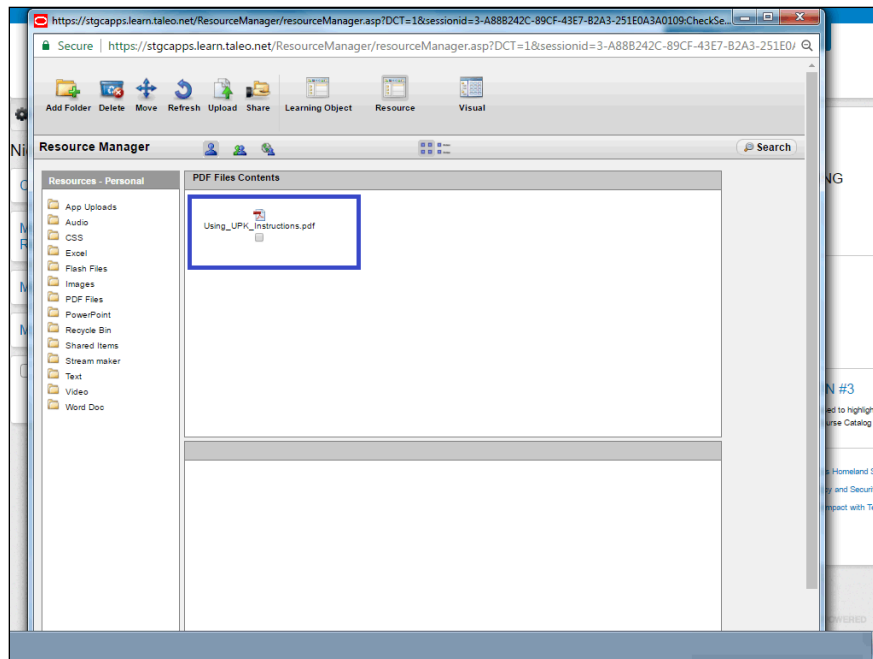
EUT Course




Step	Action
9.	Click the PDF Files list item. PDF Files



Step	Action
10.	Click the Upload button. 
11.	Let's check to see if the file is in the PDF Files folder. Click the PDF Files link. PDF Files



Step	Action
12.	It appears within the PDF Files Contents. Click the Close button. 
13.	Congratulations! You have completed this course. End of Procedure.

Creating Categories

Section 2 - Lesson 2, Exercise 5 - **Creating Categories**

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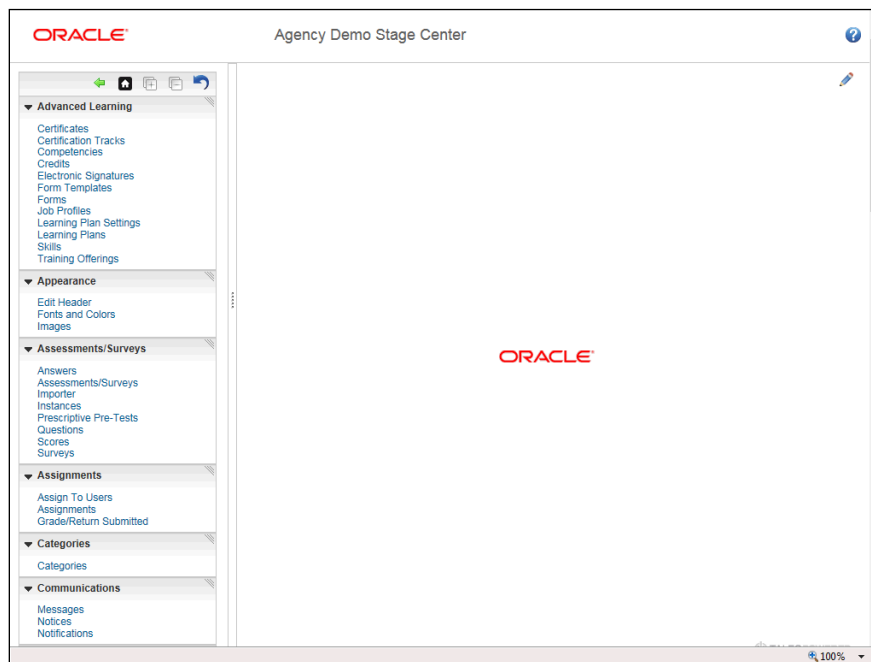
In LearnCenter, categories can be thought of as folders in which you keep related items. You can use categories to help organize and manage various LearnCenter items, such as enrollments, ILT sessions, classes, assignments, assessment-related items, skills and groups.

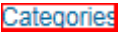
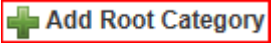
As your use of LearnCenter increases, so will the number of items contained within your LearnCenter. By assigning items to categories, you make them easier for Users and Administrators to locate and manage them. Throughout LearnCenter there are search filters that enable you to locate or sort items by category.

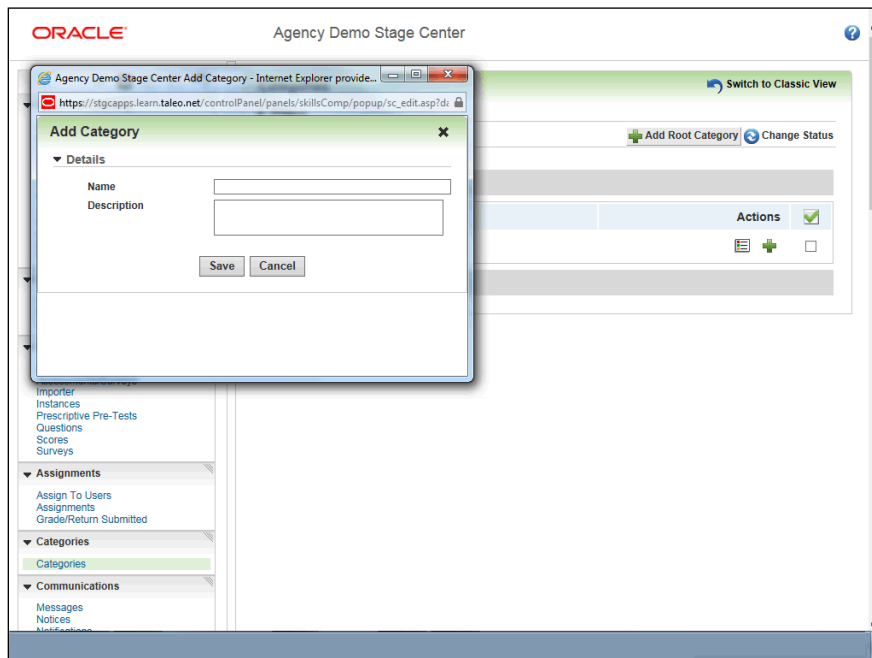
Procedure

In this lesson, you will learn how to create several categories:


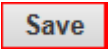
- 1) New Hire
- 2) Leadership
- 3) Finance
- 4) Customer Service and
- 5) Human Resources



Step	Action
1.	Click the Categories link. 
2.	Click the Add Root Category link. 



The screenshot shows the Oracle Agency Demo Stage Center interface. A modal window titled 'Add Category' is open, displaying input fields for 'Name' and 'Description', along with 'Save' and 'Cancel' buttons. In the background, the 'Categories' section of the system is visible, showing a list of categories and an 'Add Root Category' button.

Step	Action
3.	Enter the desired information into the Name field. Enter " New Hire ". 
4.	Click the Save button. 

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ORACLE Agency Demo Stage Center

Switch to Classic View

Categories

Filters

Categories Add Root Category Change Status

Root Category

2 categories available, showing 1-2

Status	Name	Actions
✓	Default Category	[Icon] [Icon] [Icon]
✓	New Hire	[Icon] [Icon] [Icon]

2 categories available, showing 1-2

Step	Action
5.	Click the Add Root Category link. <div> </div>

ORACLE Agency Demo Stage Center

Switch to Classic View

Add Root Category Change Status

Add Category

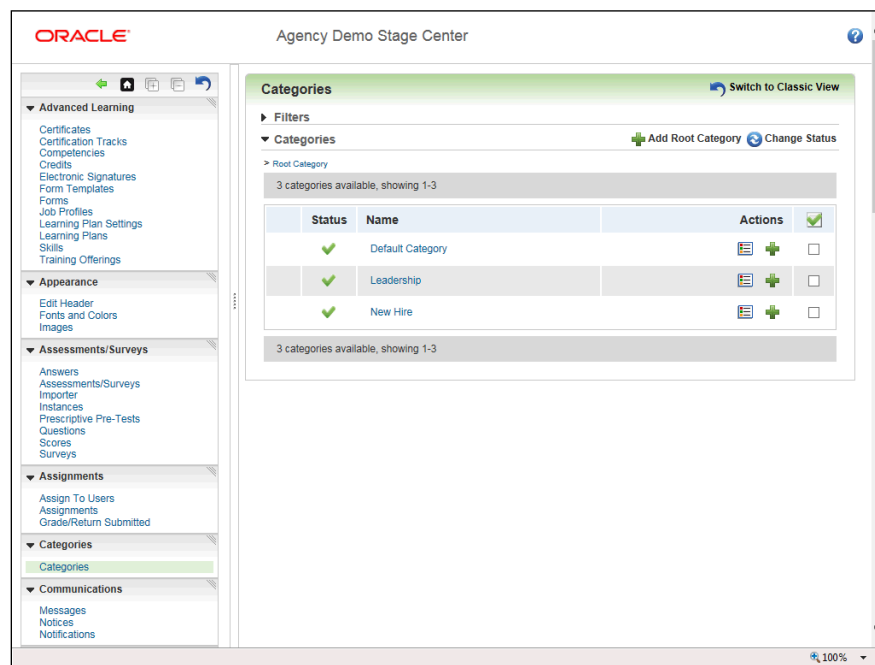
Details


Name

Description

Save Cancel

Step	Action
6.	Enter the desired information into the Name field. Enter " Leadership ". Name <input type="text"/>
7.	Click the Save button. <input type="button" value="Save"/>



Step	Action
8.	Click the Add Root Category link.  Add Root Category

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Step	Action
9.	Enter the desired information into the Name field. Enter " Customer Service ". <div> Name <input type="text"/> </div>
10.	Click the Save button. <div> <input type="button" value="Save"/> </div>

Oracle Agency Demo Stage Center

Categories [Switch to Classic View](#)

Filters


Categories [Add Root Category](#) [Change Status](#)

> Root Category

4 categories available, showing 1-4

Status	Name	Actions
✓	Customer Service	Edit Add Delete
✓	Default Category	Edit Add Delete
✓	Leadership	Edit Add Delete
✓	New Hire	Edit Add Delete

4 categories available, showing 1-4

Step	Action
11.	Click the Add Root Category link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">  Add Root Category </div>

Oracle Agency Demo Stage Center

Agency Demo Stage Center Add Category - Internet Explorer provide...

https://stgcapps.learn.taleo.net/controlPanel/panels/skillsComp/popup/sc_edit.asp?di

Add Category

Details

Name

Description

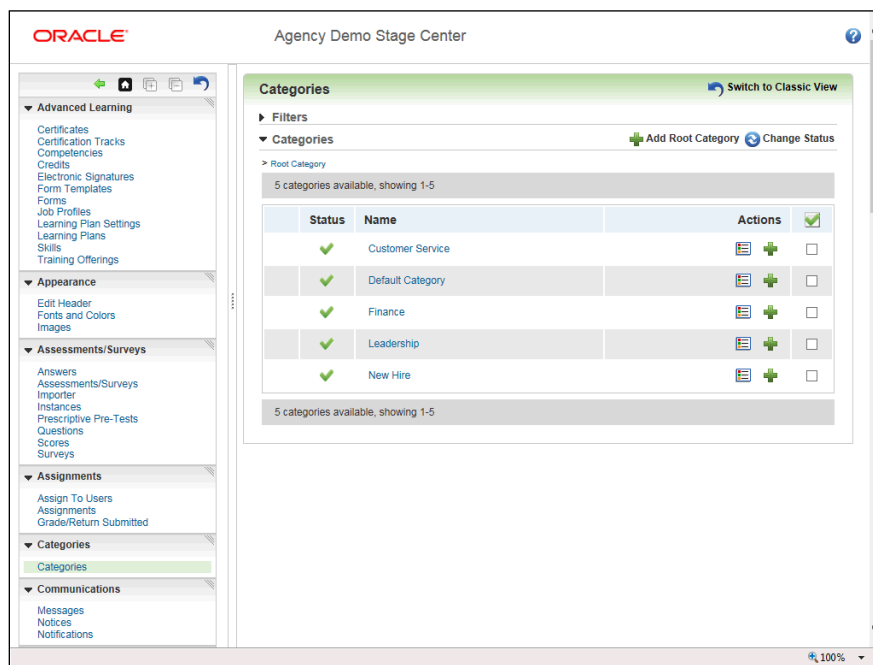
[Save](#) [Cancel](#)

CAPPS HR/PAYROLL

EUT Course



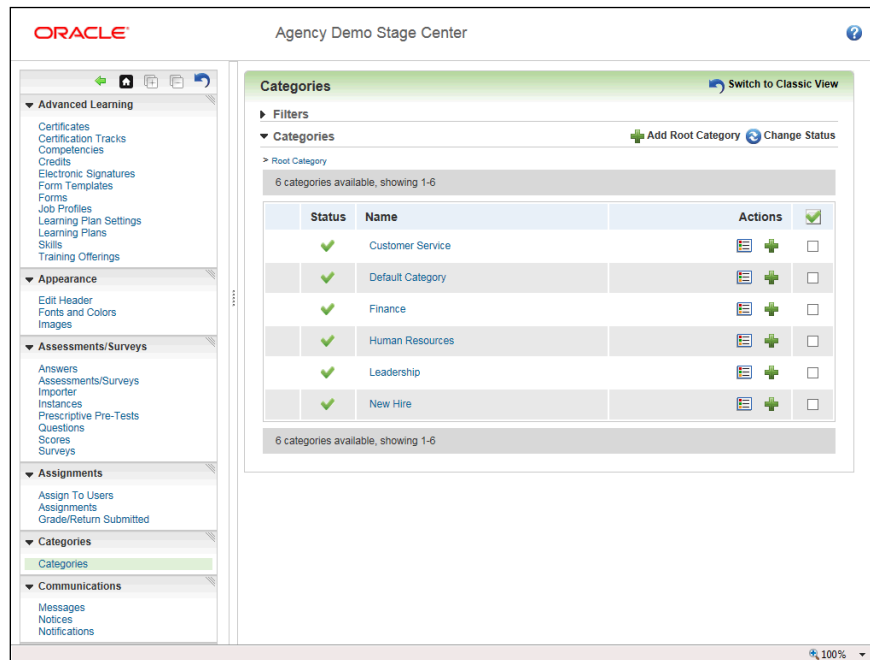
Step	Action
12.	Enter the desired information into the Name field. Enter " Finance ". Name <input type="text"/>
13.	Click the Save button. Save




Step	Action
14.	Click the Add Root Category link. + Add Root Category

The screenshot shows the Oracle Agency Demo Stage Center interface. A modal dialog titled "Add Category" is open, allowing users to add a new category. The dialog contains two input fields: "Name" and "Description". Below these fields are "Save" and "Cancel" buttons. In the background, a table lists existing categories with an "Actions" column containing icons for adding, deleting, and changing status. The table indicates that 5 categories are available, showing items 1-5.

Step	Action
15.	Enter the desired information into the Name field. Enter " Human Resources ". <div> Name <input type="text"/> </div>
16.	Click the Save button. <div> <input type="button" value="Save"/> </div>



Step	Action
17.	Click the Control Panel Home button. 
18.	Congratulations! You have completed this lesson. End of Procedure.

Creating Instances

Section 2 - Lesson 2, Exercise 6 - **Creating Instances**

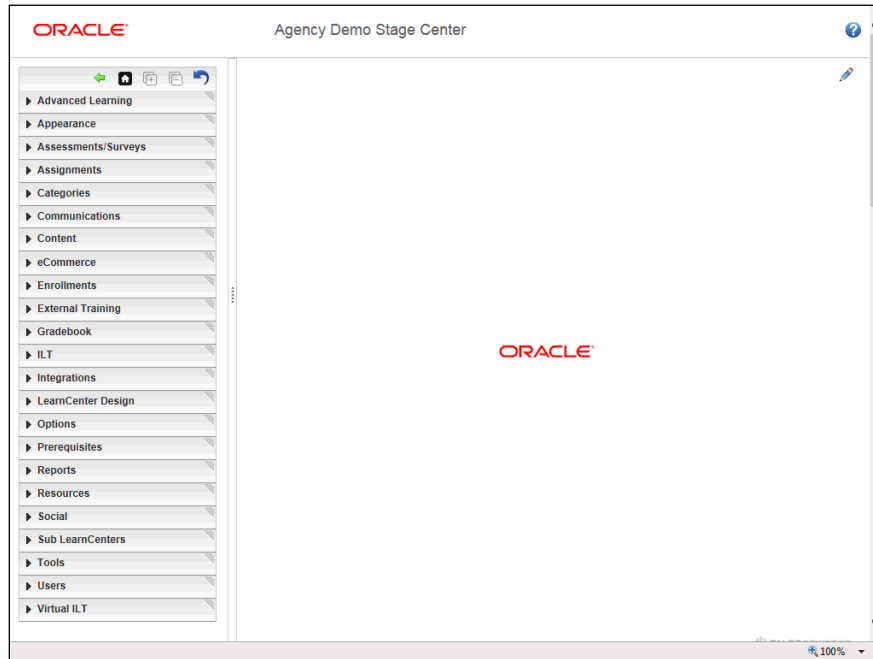
An instance is a set of properties that defines how an Assessment behaves. A single Assessment can have multiple instances so that Assessment can behave differently in different situations.

The properties options differ depending on whether the test is serving as an Assessment, Survey, or Appraisal. Instance properties also differ for Assessments depending on whether it's a Pre-Test, In-Course Test, or Post-Test.

Creating an Instance also creates a "snapshot" of the mapped Assessment and all mapped Questions and Answers. Every time the Instance is administered, the snapshot is utilized in displaying the Questions and Answers. Any subsequent changes made to manually mapped Questions or Answers will not be reflected unless you add a new instance.

Procedure

In this lesson, you will learn how to create a CST Instance that will map to an assessment.



Step	Action
1.	Click the Assessments/Surveys menu bar. Assessments/Surveys
2.	Click the Instances link. Instances
3.	Click the Add Instance link. + Add Instance

CAPPS HR/PAYROLL

EUT Course



ORACLE Agency Demo Stage Center

Add Instance [Return to Instances List](#)

Instructions

To add an instance

- Select an assessment by clicking the "Select Assessment" button. Choose one from the resulting popup selection utility
- Specify the title to identify the instance and any optional instructions you wish the learner to see before commencing the exam
- Select the specific item to associate the assessment, survey or evaluation with. Select the respective item to associate from the selection utility.
- Specify the individual instance traits for the assessment in Options section

Select Assessment

[Find Assessment](#)

Name

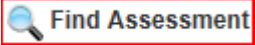
Pre-Instructions

Post-Instructions

Status ☒ Active ☐ Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

Item Association

Step	Action
4.	Click the Find Assessment link. 

Assessments/Surveys Selector - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/controlPanel/panels/tests/popup/testSelector.asp?mode=single&session

Assessments/Surveys Selector [Return to Instances List](#)

Filters

Combination Filters Select criteria from any or all filters

Type

- ☒ All test types
- ☐ Assessment
- ☐ Survey/Evaluation
- ☐ Form
- ☐ User Assessment

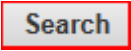
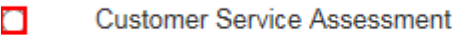
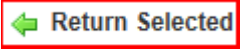
Name/Description ☒ containing ☐ beginning with

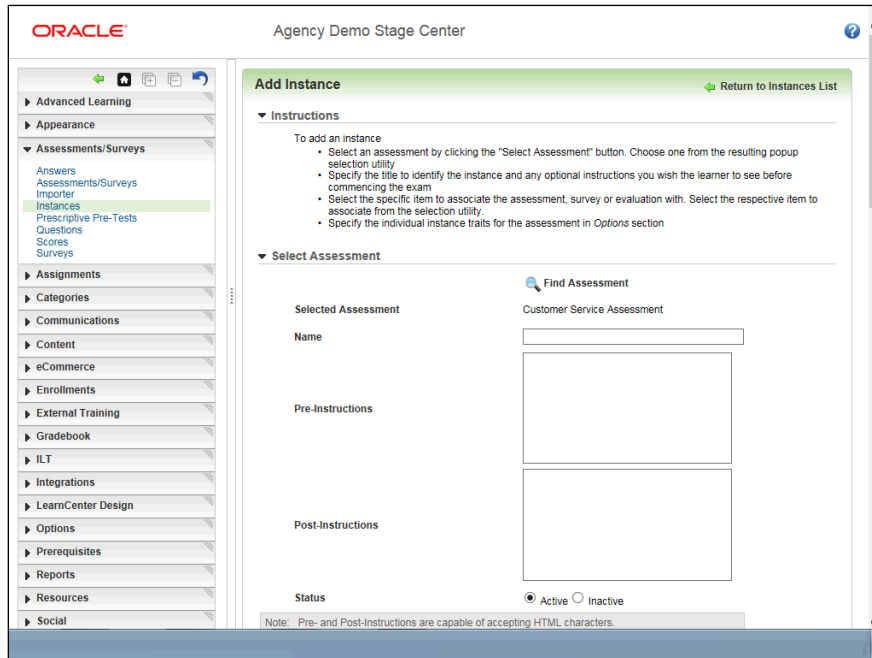
Category

Display Assessments/Surveys per page


Assessments/Surveys List [Return Selected](#)

Current criteria has been preset. Make any customizations to the current criteria and click "Search" to display your results.

Step	Action
5.	Click the Search button. 
6.	Click the Customer Service Assessment option. 
7.	Click the Return Selected link. 




The screenshot shows the Oracle Agency Demo Stage Center interface. On the left is a navigation menu with categories like Advanced Learning, Appearance, Assessments/Surveys, Assignments, Categories, Communications, Content, eCommerce, Enrollments, External Training, Gradebook, ILT, Integrations, LearnCenter Design, Options, Prerequisites, Reports, Resources, and Social. The 'Assessments/Surveys' section is expanded, showing sub-items: Answers, Assessments/Surveys, Importer, Instances (highlighted), Prescriptive Pre-Tests, Questions, Scores, and Surveys. The main area is titled 'Add Instance' and includes a 'Return to Instances List' link. It contains instructions for adding an instance, a 'Select Assessment' section with a 'Find Assessment' button, and a form for 'Selected Assessment' with fields for Name, Pre-Instructions, Post-Instructions, and Status (Active/Inactive). A note at the bottom states: 'Note: Pre- and Post-Instructions are capable of accepting HTML characters.'

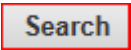

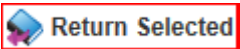
Step	Action
8.	Enter the desired information into the Name field. Enter " CST - Instance ". 

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Step	Action
9.	<p>Enter the desired information into the Pre-Instructions field. Enter "There will be an assessment at the end of the course.".</p> <p>Pre-Instructions</p> <div></div>
10.	<p>Enter the desired information into the Post-Instructions field. Enter "Please be sure to complete the assessment to receive credit for the course.".</p> <p>Post-Instructions</p> <div></div>
11.	Click the scrollbar.
12.	<p>Click the Select the item type to associate the assessment with list.</p> <p>Select the item type to associate the assessment with [Select one] ▼</p>
13.	<p>Click the Course list item.</p> <p>Course</p>
14.	<p>Click the Select Course link.</p> <p> Select Course</p>

Step	Action
15.	Click the Search button. 
16.	Click the Open option. 
17.	Click the Return Selected link. 

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EUT Course



Answers
Assessments/Surveys
Importer
Instances
Prescriptive Pre-Tests
Questions
Scores
Surveys

Assignments
Categories
Communications
Content
eCommerce
Enrollments
External Training
Gradebook
ILT
Integrations
LearnCenter Design
Options
Prerequisites
Reports
Resources
Social
Sub LearnCenters
Tools
Users
Add/Insert Users
Bulk Import Users
Completion Status
Groups
Supervisor Accounts
Supervisor Roles
User Roles
Users

Instructions:
• Specify the title to identify the instance and any optional instructions you wish the learner to see before commencing the exam.
• Select the specific item to associate the assessment, survey or evaluation with. Select the respective item to associate from the selection utility.
• Specify the individual instance trails for the assessment in Options section

Select Assessment

Find Assessment

Selected Assessment
Customer Service Assessment

Name
CST - Instance

Pre-Instructions
There will be an assessment at the end of the course.

Post-Instructions
Please be sure to complete the assessment to receive credit for the course.

Status
☒ Active ☐ Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

Item Association

Select the item type to associate the assessment with
Course

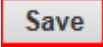

Select the specific course to associate with the instance.

Select Course

Course for Agency Demo

Electronic Signature

Step	Action
18.	Click the scrollbar.
19.	Click the scrollbar.
20.	Enter the desired information into the Limit # of submissions field. Enter "1". Limit # of submissions <input type="text" value="0"/>
21.	Click the Type of assessment: list. Type of assessment: [Select one] ▼
22.	Click the Post-test list item. Post-test
23.	Click in the Show results - Yes field. Show results <input checked="" type="radio"/> No <input type="radio"/> Yes
24.	Click in the Required: Yes field. Required: <input checked="" type="radio"/> No <input type="radio"/> Yes
25.	Click in the Score of record for course - Yes field. Score of record for course <input checked="" type="radio"/> No <input type="radio"/> Yes
26.	Enter the desired information into the Minimum passing score for completion (percentage) field. Enter "75". Minimum passing score for completion (percentage) <input type="text" value="0"/>

Step	Action
27.	Click the scrollbar.
28.	Click the Save button. 
29.	Click the Control Panel Home button. 
30.	Congratulations! You have completed this lesson. End of Procedure.

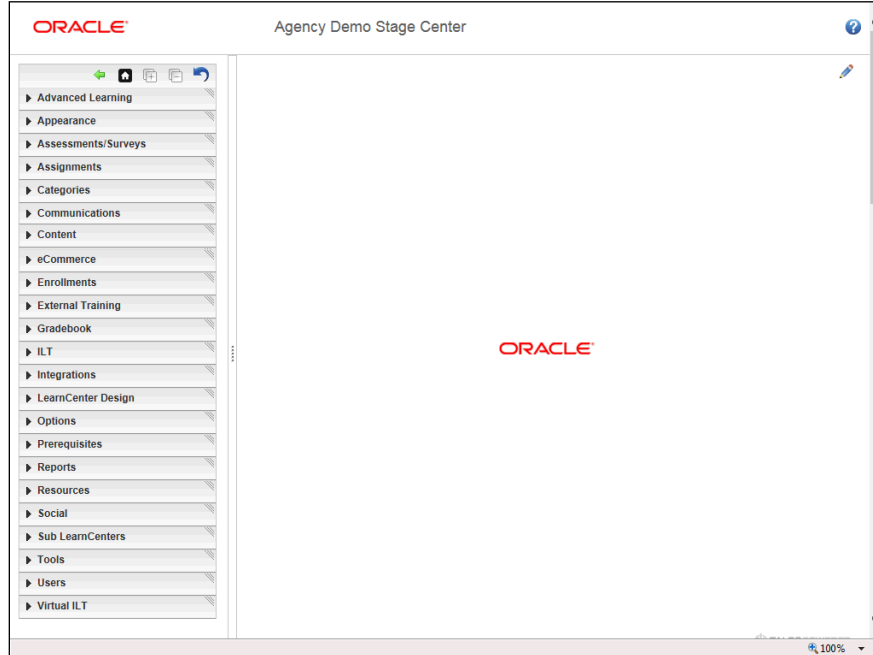
Creating Assignments

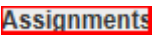
Section 2 - Lesson 2, Exercise 7 - **Creating Assignments**

Procedure

In this lesson, you will learn how to create an Assignment.

The assignment name: CST - Assignment

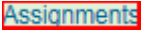
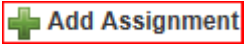




Step	Action
1.	Click the Assignments link. 


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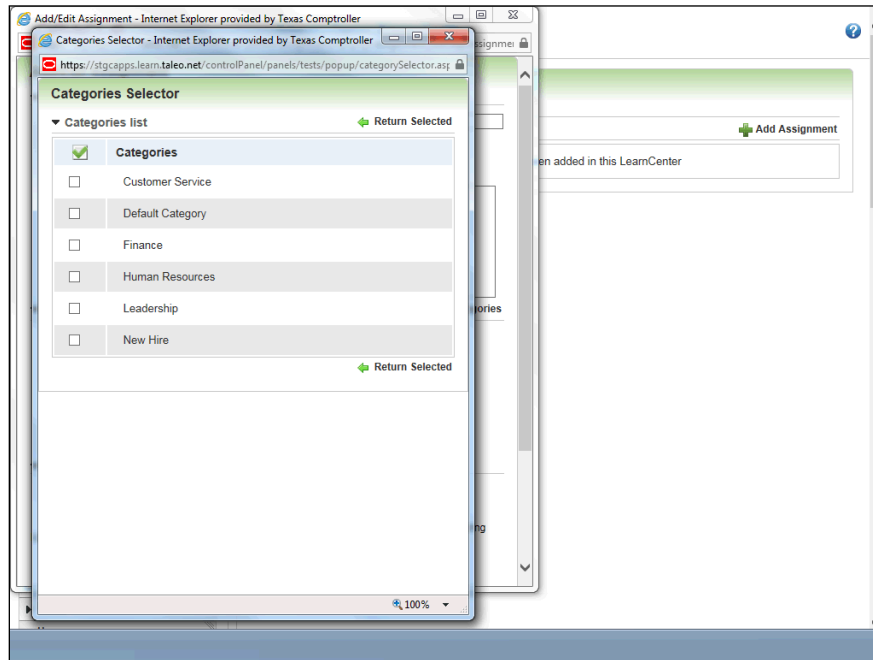
EUT Course




Step	Action
2.	Click the Assignments link. 
3.	Click the Add Assignment link. 

Step	Action
4.	Enter the desired information into the Name field. Enter " CST - Assignment ". 
5.	Enter the desired information into the Points field. Enter " 100 ". 

Step	Action
6.	Enter the desired information into the Objective field. Enter " The objective of this course is to learn about how to provide exceptional customer service within the work environment. ".
7.	Categories should have already been created in the Category table. You will select from an existing Category. Click the Find Categories link. 




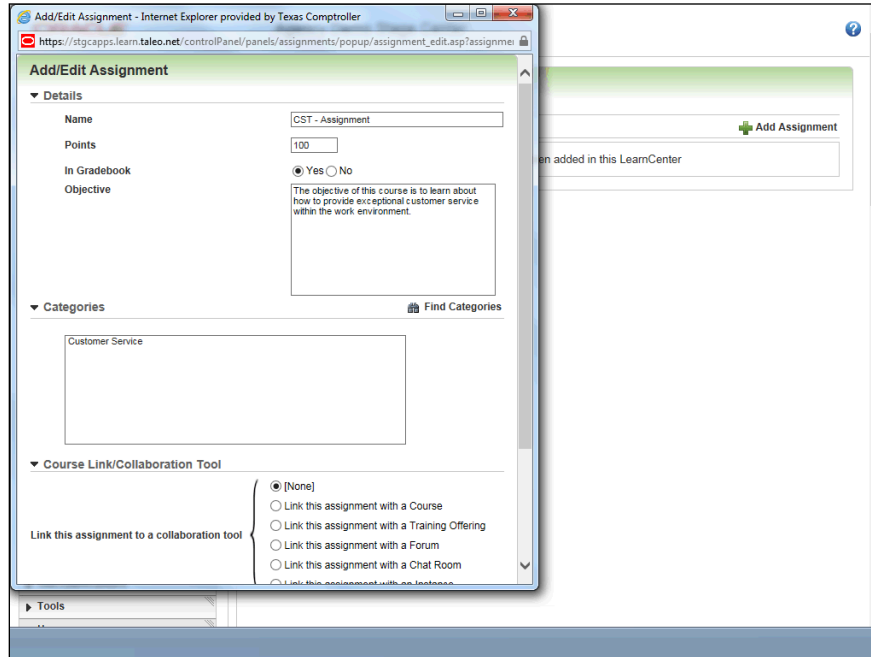
Step	Action
8.	Click the Customer Service option.  Customer Service

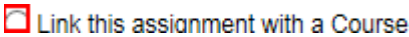

CAPPS HR/PAYROLL

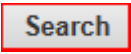

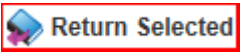
EUT Course



Step	Action
9.	Click the Return Selected link. 



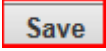
Step	Action
10.	Click the scrollbar.
11.	Click the Link this assignment with a Course option. 
12.	Click the Choose from the courses in your LearnCenter link. 

Step	Action
13.	Click the Search button. 
14.	Click the Course for Agency Demo option. 
15.	Click the Return Selected link. 

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EUT Course



Step	Action
16.	Click the scrollbar.
17.	Click the scrollbar.
18.	Click the Save button. 
19.	The assignment is added.

ORACLE Agency Demo Stage Center


Assignments

Filters

Assignments + Add Assignment

1 assignment available, showing 1-1

Assignment Name	Added/Edited	Categories	Point Value	In Grade Book	Added By Supervisor
CST - Assignment	1/24/2017 10:38 AM CST	Customer Service	100	✓	✗

Step	Action
20.	Click the Collapse button. 

ORACLE Agency Demo Stage Center

Assignments


Filters

Assignments + Add Assignment

1 assignment available, showing 1-1

Assignment Name	Added/Edited	Categories	Point Value	In Grade Book	Added By Supervisor
CST - Assignment	1/24/2017 10:38 AM CST	Customer Service	100	✓	✗

javascript:collapseAll()

Step	Action
21.	Click the Control Panel Home button. 
22.	Congratulations! You have completed this lesson. End of Procedure.

Creating Questions/Answers Pool

Section 2 - Lesson 2, Exercise 8 - Creating Questions/Answers Pool

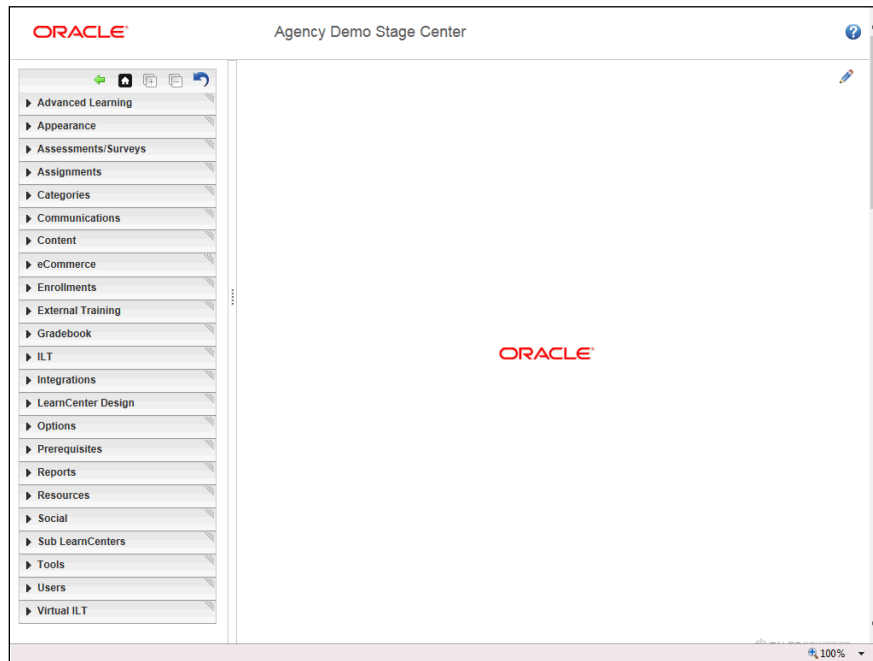
Question Types

There are several types of Questions you can add for Assessments/Surveys:

- **Fill in the Blank** - This Question type requires the User to input text. The field is not case sensitive, but spelling and grammar inconsistent with the correct Answer will be marked as incorrect.
Example: The _____ is Taleo Learn's Learning Management System.
- **Single Select** - This Question type displays a check box response that offers only one check box.
Example: "Check here if we can share your responses with the instructor."
- **Multiple Choice, Single Select** - This Question type displays multiple Answers with option buttons. Only one Answer can be selected and only one Answer is defined as the correct Answer.
Example: The keyboard is a:
A) Display device
B) Input device
C) Printer
- **Multiple Choice, Multiple Select** - This Question type displays multiple Answers with check boxes. More than one Answer can be selected and more than one Answer can be defined as correct.
Example: Which roles best describe your LearnCenter responsibilities:
A) ILT Administrator
B) Content Developer
C) Instructor
D) Web Designer
- **Free Response** - This Question type provides a text box for Users to enter a response. Free-response Questions are not graded, but Users' responses are recorded. Up to 500 characters can be entered.
Example: "Please use the space below."

Procedure

In this lesson, you will learn how to create a Questions and Answers Pool.



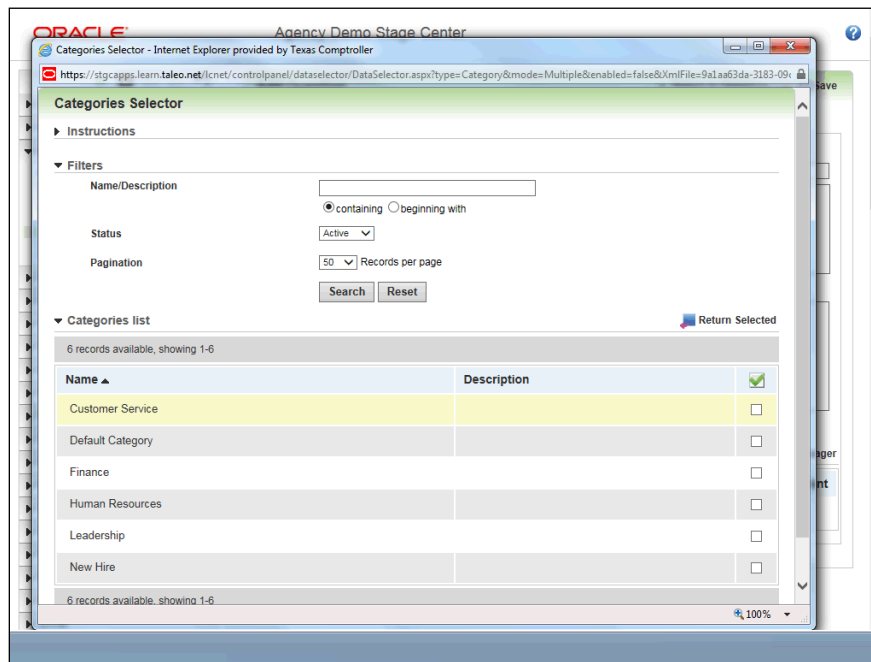
Step	Action
1.	Click the Assessments/Surveys link. Assessments/Surveys
2.	Click the Questions link. Questions
3.	Click the Add Question link. + Add Question
4.	Enter the desired information into the Name field. Enter " CST - Greeting ". Name <input type="text"/>
5.	Enter the desired information into the Question Prompt field. Enter " Should you provide your name to a caller when answering the company's phone? ". Question Prompt <input type="text"/>

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



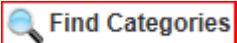
EUT Course



Step	Action
6.	Click the Type list. <div> <div>Type</div> <div>[Select one] ▼</div> </div>
7.	Click the Multiple choice single select list item. <div>Multiple choice single select</div>
8.	Click the Find Categories link. <div> Find Categories </div>



Step	Action
9.	Click the Customer Service option. <div> <div>Customer Service</div> <div><input type="checkbox"/></div> </div>
10.	Click the Return Selected link. <div> Return Selected </div>

Step	Action
11.	Click the Answers link. 
12.	Click the Add Answer link. 
13.	Enter the desired information into the Answer field. Enter " Yes ".  
14.	Click the Find Categories link. 

CAPPS HR/PAYROLL

EUT Course



Categories Selector - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/lnet/controlpanel/datasector/DataSelector.aspx?type=Category&mode=Multiple&enabled=false&xmlFile=746410ca1-b647-27...

Categories Selector

Instructions

Filters

Name/Description: ☒ containing ☐ beginning with

Status:

Pagination: Records per page

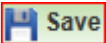


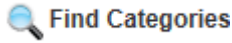
Categories list Return Selected

6 records available, showing 1-6

Name	Description	
Customer Service		<input checked="" type="checkbox"/>
Default Category		<input type="checkbox"/>
Finance		<input type="checkbox"/>
Human Resources		<input type="checkbox"/>
Leadership		<input type="checkbox"/>
New Hire		<input type="checkbox"/>

6 records available, showing 1-6


Step	Action
15.	Click the Customer Service option. Customer Service ❏
16.	Click the Return Selected link. Return Selected

Step	Action
17.	Click the Save link. 
18.	Click the Add Answer link. 
19.	Enter the desired information into the Answer field. Enter "No" . Answer 
20.	Click the Find Categories button. 

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EUT Course



Step	Action
21.	Click the Customer Service option. Customer Service □
22.	Click the Return Selected link.  Return Selected

ORACLE Agency Demo Stage Center

The following fields require attention before submitting:
• This type of questions (Multiple choice, single-select) requires that two or more answers be defined, with only one answer being correct. Please define only one correct answer before submitting

Add Question [Return to Questions List](#) [Save](#)

Add Answer [Save](#)

Answer: No

Answer Feedback:


Category: Customer Service

[Find Categories](#)

Resources [Insert From Resource Manager](#)

No resources currently are associated with this answer

100%

Step	Action
23.	Click the Save link. 

ORACLE Agency Demo Stage Center

The following fields require attention before submitting:
• This type of questions (Multiple choice, single-select) requires that two or more answers be defined, with only one answer being correct. Please define only one correct answer before submitting

Add Question [Return to Questions List](#) [Save](#)

Question Details **Answers**

Instructions

Answers [Find From Answer Pool](#) [Add Answer](#)

Answer	Point Value	Active	Actions
Yes	0	<input checked="" type="checkbox"/>	Edit
No	0	<input checked="" type="checkbox"/>	Edit

Answer order



Yes
No

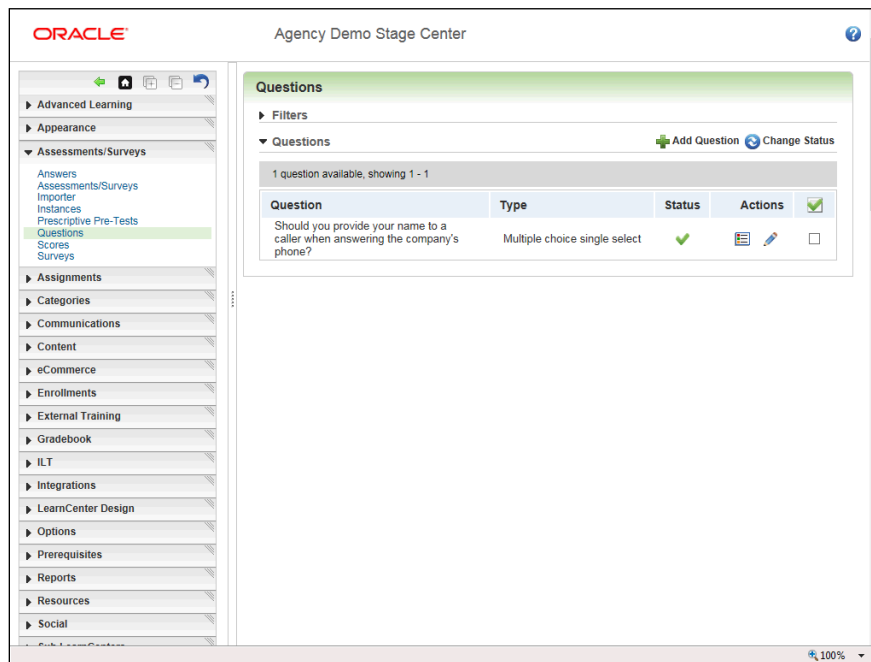
100%


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Step	Action
24.	Enter the desired information into the Yes field. Enter " 100 ". Yes <input type="text" value="0"/>
25.	Enter the desired information into the Yes field. Enter " 99.999 ". Yes <input type="text" value="99.999"/>
26.	Click the Save link.  Save
27.	Click the Return to Questions List link.  Return to Questions List

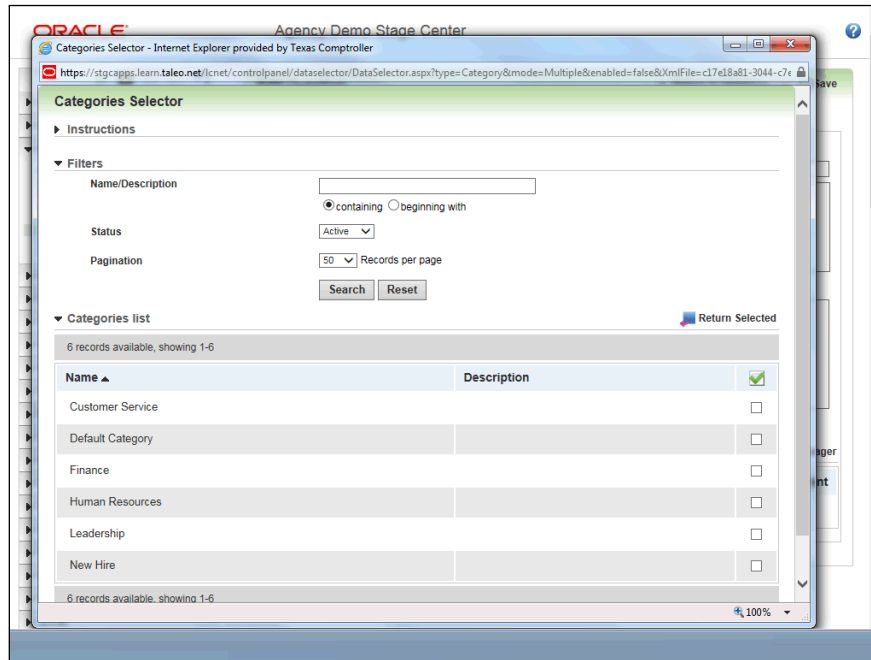


Step	Action
28.	Click the Add Question link.  Add Question


Step	Action
29.	Enter the desired information into the Name field. Enter " CST - Tone of Voice ". Name <input type="text"/>
30.	Enter the desired information into the Question Prompt field. Enter " Does your tone of voice matter when speaking with a customer? ". Question Prompt <input type="text"/>
31.	Click the Type list. Type <input type="text" value="[Select one]"/>
32.	Click the Multiple choice single select list item. Multiple choice single select
33.	Click the Find Categories link. <input type="button" value="Find Categories"/>

CAPPS HR/PAYROLL

EUT Course

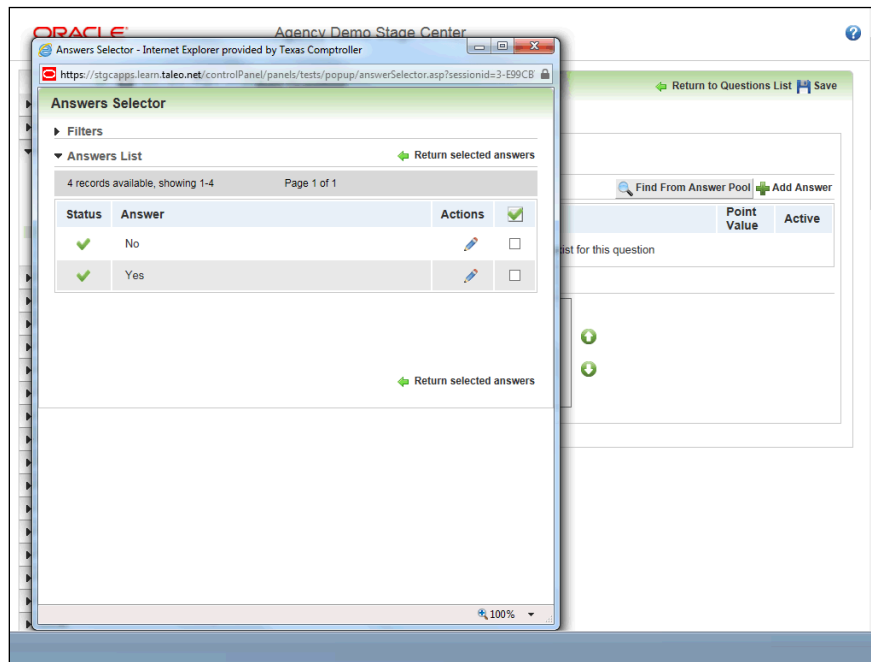






Step	Action
34.	Click the Customer Service option. Customer Service □
35.	Click the Return Selected link. Return Selected


Step	Action
36.	Click the Answers link. <div>Answers</div>
37.	Click the Find From Answer Pool link. <div> Find From Answer Pool</div>




CAPPS HR/PAYROLL

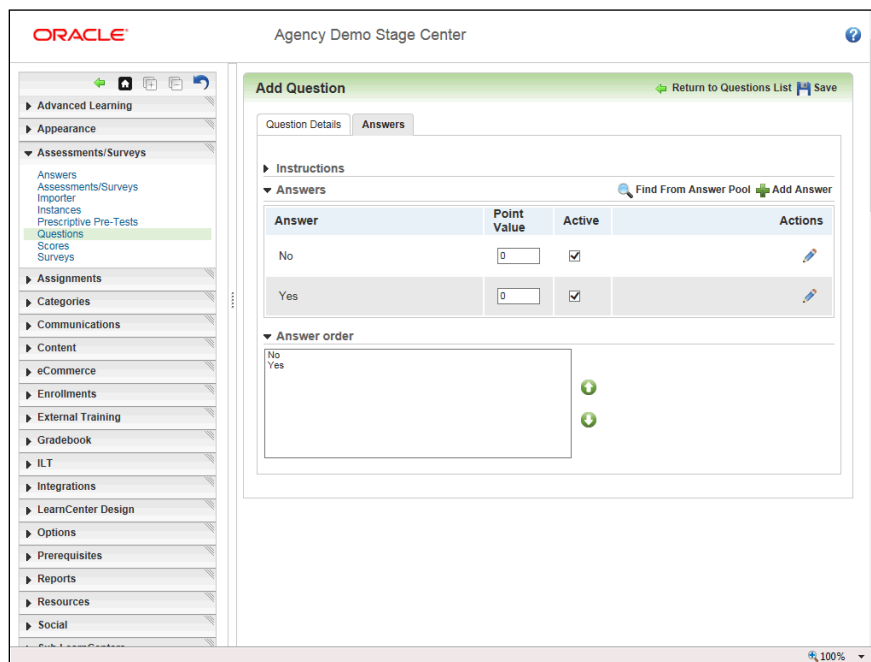
EUT Course





Step	Action
38.	Click the Yes option. <div>  Yes   </div>
39.	Click the Return selected answers link. <div>  Return selected answers </div>

Step	Action
40.	Click the Find From Answer Pool link.  Find From Answer Pool

Step	Action
41.	Click the No option. <div style="display: flex; justify-content: flex-end; align-items: center;">   </div>
42.	Click the Return selected answers link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">  Return selected answers </div>



Step	Action
43.	Enter the desired information into the Yes field. Enter " 99.9999 ". <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Yes</div> <div style="border: 2px solid red; padding: 2px; text-align: center;">0</div> </div>
44.	Click the Save link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">  Save </div>
45.	Click the Return to Questions List link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">  Return to Questions List </div>

ORACLE Agency Demo Stage Center

Questions

Filters

Questions + Add Question Change Status

2 questions available, showing 1 - 2

Question	Type	Status	Actions
Does your tone of voice matter when speaking with a customer?	Multiple choice single select	True	
Should you provide your name to a caller when answering the company's phone?	Multiple choice single select	True	





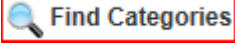
Step	Action
46.	Click the Answers link.
47.	Click the Add Answer link.
48.	Enter the desired information into the Answer field. Enter " True ".
49.	Click the Find Categories link.

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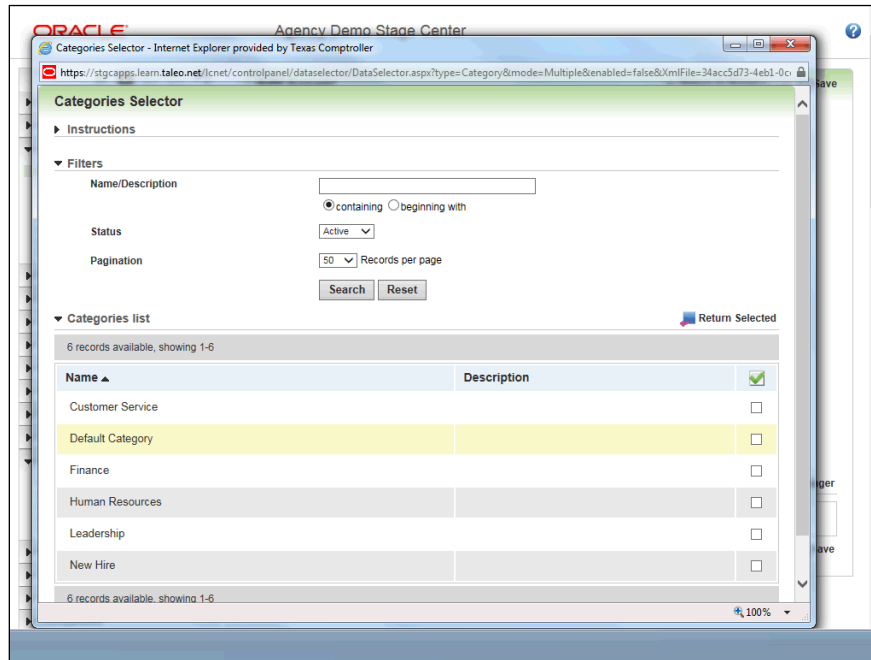



Step	Action
50.	Click the Customer Service option. Customer Service □
51.	Click the Finance option. Finance □
52.	Click the Human Resources option. Human Resources □
53.	Click the Leadership option. Leadership □
54.	Click the New Hire option. New Hire □
55.	Click the Return Selected link.  Return Selected



Step	Action
56.	Click the Save link. 
57.	Click the Return to Answers List link. 
58.	Click the Add Answer link. 
59.	Enter the desired information into the Answer field. Enter " False ". Answer 
60.	Click the Find Categories link. 

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EUT Course

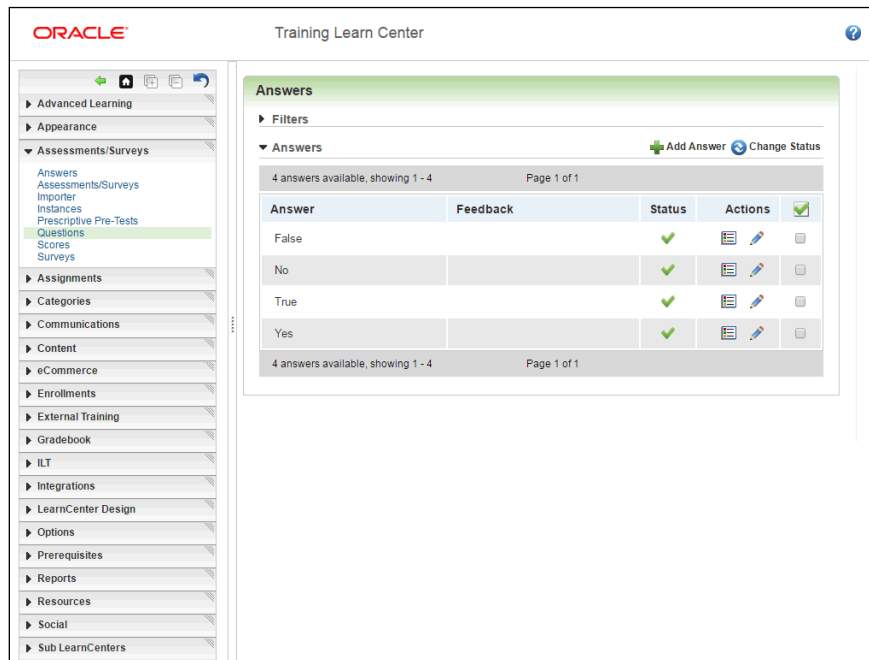




Step	Action
61.	Click the Finance option. Finance <input type="checkbox"/>
62.	Click the Human Resources option. Human Resources <input type="checkbox"/>
63.	Click the Leadership option. Leadership <input type="checkbox"/>
64.	Click the New Hire option. New Hire <input type="checkbox"/>
65.	Click the Return Selected link.  Return Selected

Step	Action
66.	Click the Save link. 
67.	Click the Return to Answers List link. 

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Step	Action
68.	Click the Collapse button. 
69.	Click the Home button. 
70.	Congratulations! You have completed this lesson. End of Procedure.

Creating Surveys

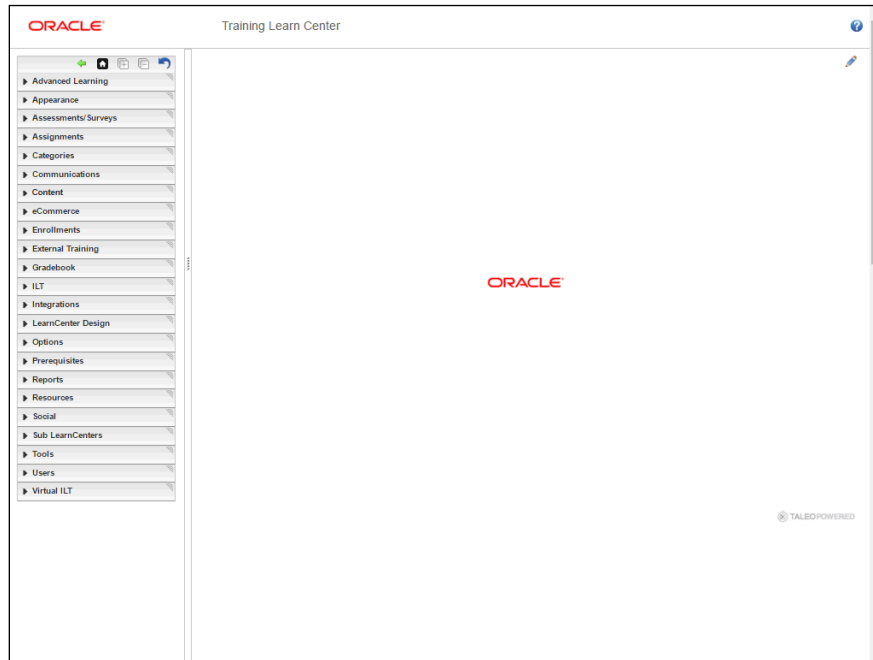
Section 2 - Lesson 2, Exercise 9 - Creating Surveys

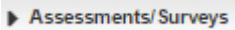

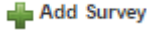
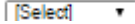
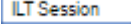
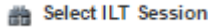
You can add Surveys for Users to complete after they have participated in a learning event. These Surveys can be time-delayed or sent right away. Surveys can be sent to all Users or to a random sampling of Users. They can also be sent to the User's Supervisor to report on their employee's learning experience.

Procedure

In this lesson, you will learn how to create a Survey.

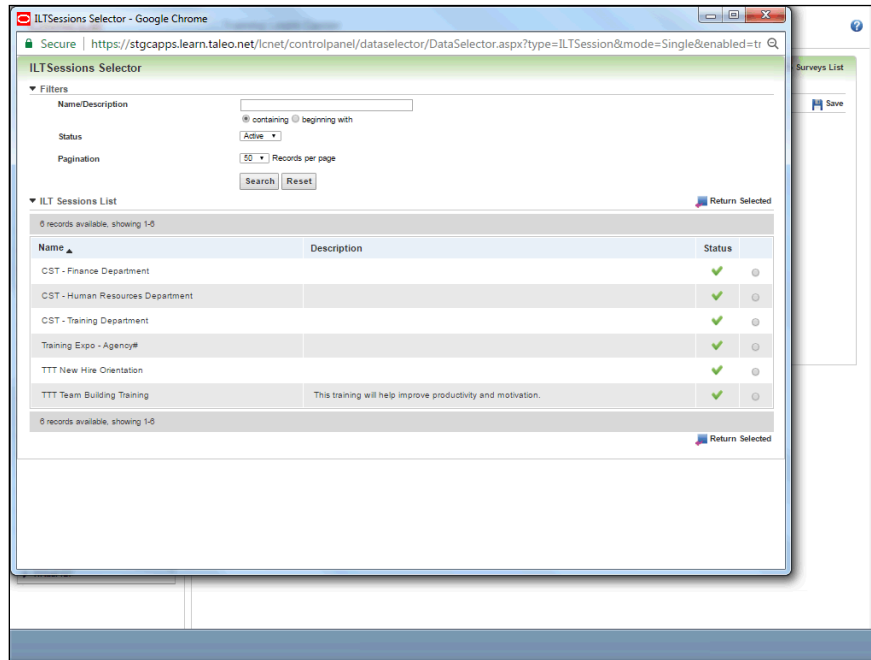
Survey name: Training Survey





Step	Action
1.	Click the Assessments/Surveys link. 
2.	Click the Surveys link. 
3.	Click the Add Survey button. 
4.	Enter the desired information into the field. Enter " Training Survey ".
5.	Enter the desired information into the field. Enter " Please provide ".
6.	Click the Learning Event Type list item. 
7.	Click the ILT Session list item. 
8.	Click the Select ILT Session link. 

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Step	Action
9.	Click the CST - Training Department option. 
10.	Click the Return Selected link. 

ORACLE Training Learn Center

Survey Details [Return To Surveys List](#)

Instructions

Survey Details [Save](#)

Name: Training Survey

Description: Please provide ...

Learning Event Type: ILT Session

Select the specific ILT Session to associate with the survey: [Select ILT Session](#)

User Survey: CST - Training Department [Select Instance](#)

Number of days to delay survey delivery:

Send to random users: ☐

Supervisor Survey: [Select Instance](#)

Status: ☒ Active ☐ Inactive

Step	Action
11.	Click the Select Instance link. Select Instance

Instances Selector - Google Chrome

Secure | <https://stgcapps.learn.taleo.net/controlPanel/panels/tests/popup/testSelector.js>

Instances Selector

Filters

Combination Filters Select criteria from any or all filters

Title:

Display: 10 Assessments/Surveys per page

[Search](#) [Reset](#)



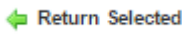
Instances List [Return Selected](#)

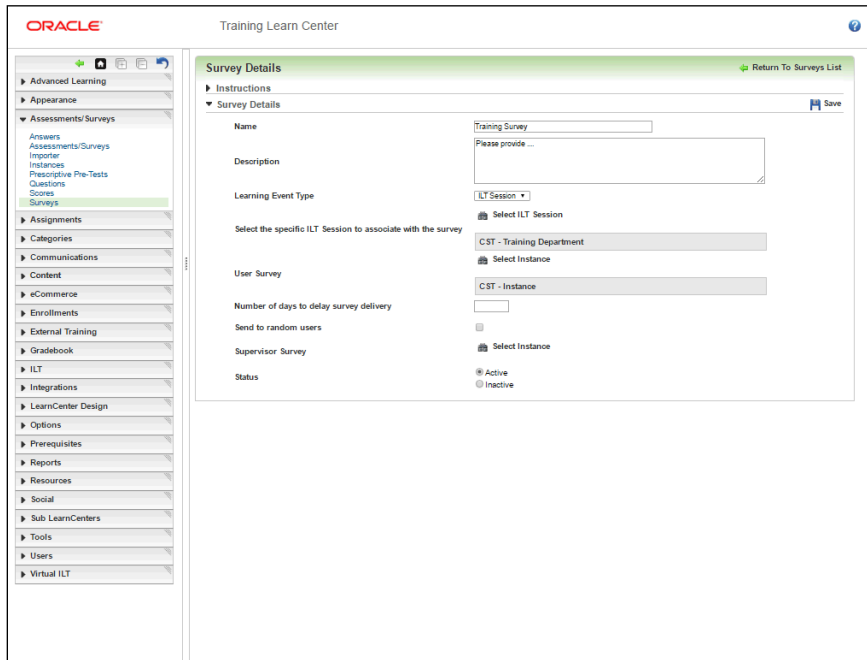
Current criteria has been preset. Make any customizations to the current criteria and click 'Search' to display your results.




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EUT Course



Step	Action
12.	Click the Search button. 
13.	Click the CST - Instance option. 
14.	Click the Return Selected link. 



Step	Action
15.	Enter the desired information into the Number of days to delay survey delivery field. Enter " 0 ".
16.	Click the Save button. 
17.	Click the Collapse button. 
18.	Click the Home button. 

Step	Action
19.	Congratulations! You have completed this lesson. End of Procedure.

S2L3 - Training Admins

Creating Instructor-Led Training

Section 2 - Lesson 3, Exercise 1 - Creating Instructor-Led Training (ILT)

The Instructor Led Training (ILT) menu enables you to add and set up information for learning Events that take place in actual physical locations with live instructors. You can also use this menu to add a database of Assets (instructors, locations, equipment) that are used for ILT Events.

Procedure

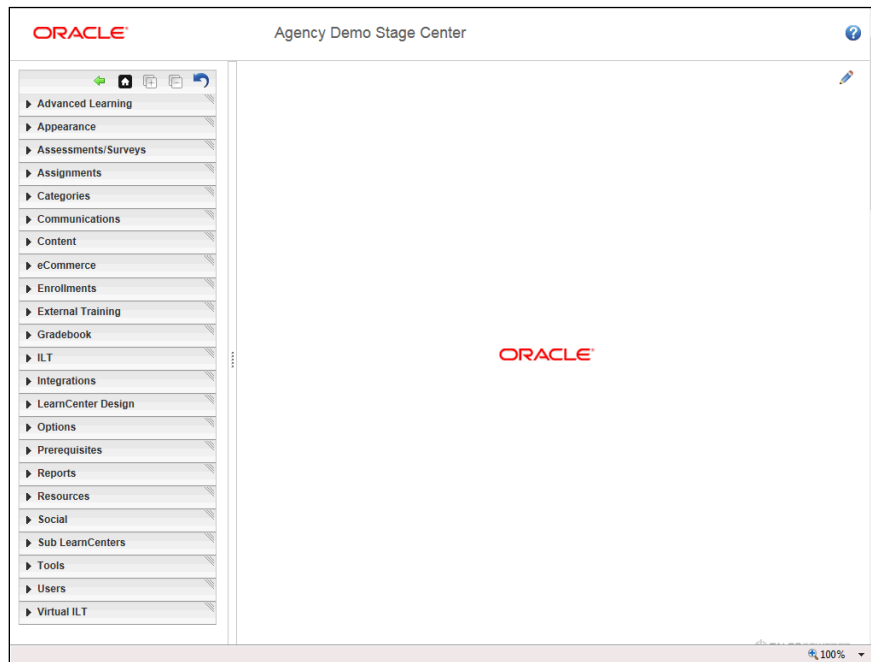
In this lesson, you will learn how to create an ILT. It will include adding an instructor and location.



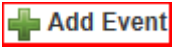



You will also display this ILT in the Showroom for users to Enroll.




The ILT name: Event Name - Training Expo
Track: Training Expo - All Employees
Session: Training Expo Agency#
Instructor: Poppy Seed
Location: Southcliff Facility

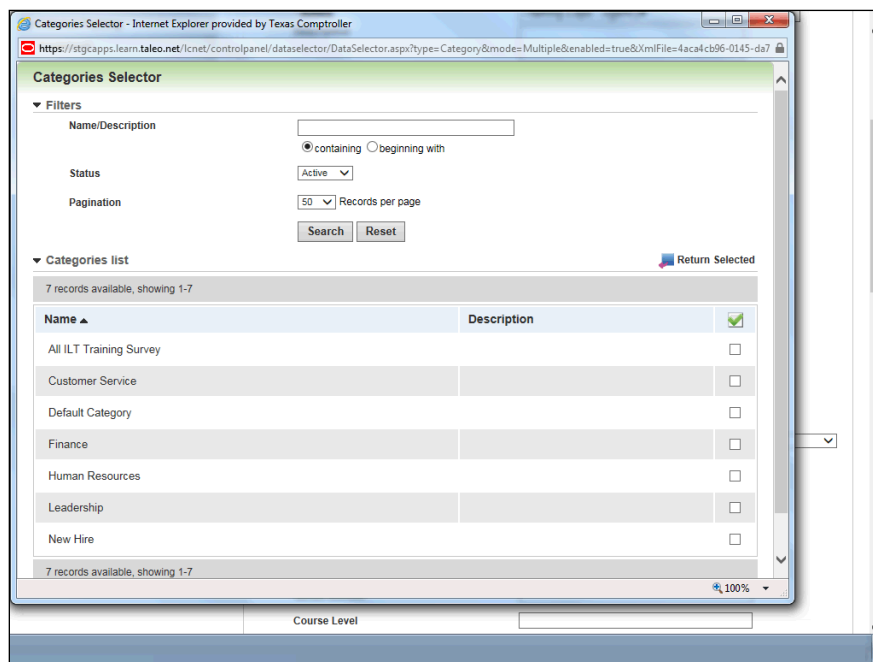
CAPPS HR/PAYROLL

EUT Course



Step	Action
1.	Click the ILT link. 
2.	Click the Instructor Led Training link. 
3.	Listed on this page are Events with their Track names, and Sessions. This gives you an idea of the framework that you will build. ILTs should have an Event, a Track and a Sessions tied to them. However there is an option to have stand-alone sessions.
4.	Click the Add Event link. 
5.	Enter the desired information into the Name field. Enter " Training Expo ". 
6.	Click the Save button. 
7.	Click the Add Track link. 

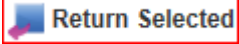
Step	Action
8.	Enter the desired information into the * field. Enter " - All Employees ". * <input type="text" value="Training Expo"/>
9.	Click the Save link.  Save
10.	Click the Add Session link.  Add Session
11.	Enter the desired information into the Name field. Enter " - Agency# ". Name <input type="text" value="Training Expo"/>
12.	Click the scrollbar.
13.	You may select from the list of existing Categories. If there are no categories created you will need to create one and then select it from here. Click the Select Categories link.  Select Categories



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EUT Course



Step	Action
14.	Click the Human Resources option. <div>Human Resources □</div>
15.	Click the Return Selected link. <div> Return Selected</div>

Step	Action
16.	The maximum number of seats are 15. Click in the field. <div><input type="text" value="30"/></div>

<ul style="list-style-type: none"> External Training Gradebook ▼ ILT <ul style="list-style-type: none"> Asset/Material Categories Assets/Materials Instructor Led Training Instructors Physical Locations Integrations LearnCenter Design Options Prerequisites Reports Resources Social Sub LearnCenters Tools Users Virtual ILT 	<p>Name</p> <p>Description</p> <p>LearnCenter Search</p> <p>Category</p> <p>Minimum Seats</p> <p>Maximum Seats</p> <p>Pework</p> <p>Outline</p> <p>Schedule</p> <p>Start Date</p> <p>End Date</p> <p>Time Zone</p> <p>Observes Daylight Saving</p> <p>Always show this time zone</p> <p><u>Standard Fields</u></p> <p>Author</p> <p>Series Name</p> <p>Series Number</p> <p>Course Level</p> <p>Course</p>	<p>Training Expo - Agency#</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Include in LearnCenter Search</p> <p>Human Resources</p> <p><input type="text"/></p> <p>Select Categories</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>2/8/2017 8:00 AM</p> <p>2/22/2017 8:00 AM</p> <p>Default</p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>100%</p>
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Step	Action
17.	Enter the desired information into the Maximum Seats field. Enter " 15 ".
	Maximum Seats <input type="text" value="30"/>

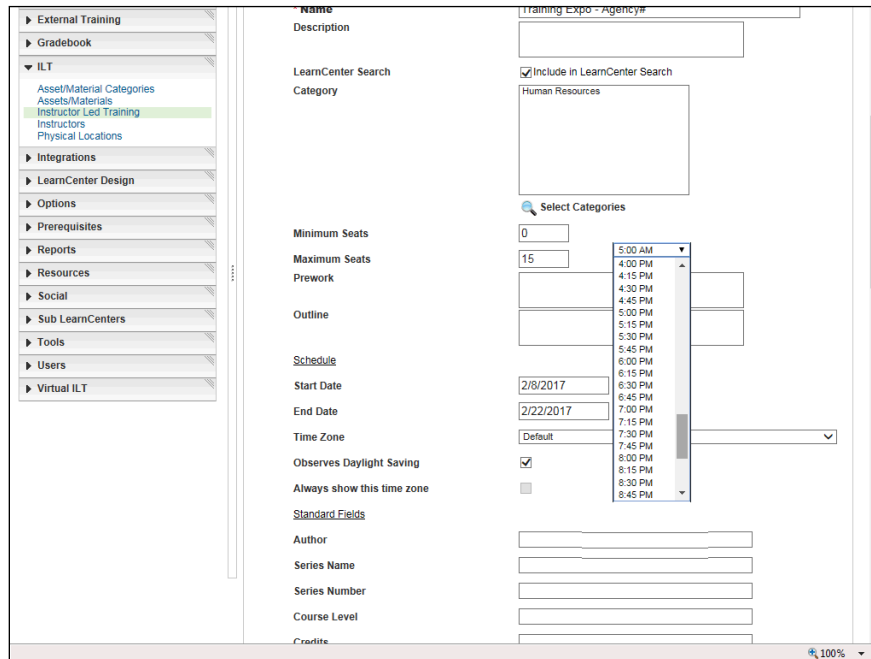
<ul style="list-style-type: none"> External Training Gradebook ▼ ILT <ul style="list-style-type: none"> Asset/Material Categories Assets/Materials Instructor Led Training Instructors Physical Locations Integrations LearnCenter Design Options Prerequisites Reports Resources Social Sub LearnCenters Tools Users Virtual ILT 	<p>Name</p> <p>Description</p> <p>LearnCenter Search</p> <p>Category</p> <p>Minimum Seats</p> <p>Maximum Seats</p> <p>Pework</p> <p>Outline</p> <p>Schedule</p> <p>Start Date</p> <p>End Date</p> <p>Time Zone</p> <p>Observes Daylight Saving</p> <p>Always show this time zone</p> <p><u>Standard Fields</u></p> <p>Author</p> <p>Series Name</p> <p>Series Number</p> <p>Course Level</p> <p>Course</p>	<p>Training Expo - Agency#</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Include in LearnCenter Search</p> <p>Human Resources</p> <p><input type="text"/></p> <p>Select Categories</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>2/8/2017 8:00 AM</p> <p>2/22/2017 8:00 AM</p> <p>Default</p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>100%</p>
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


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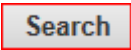


EUT Course



Step	Action
18.	Click the button to the right of the Time field. 



Step	Action
19.	Change the End Time to 5:00 PM. Click the 5:00 PM list item. 
20.	Click the scrollbar.
21.	Click the Save link. 
22.	Click the scrollbar.
23.	Click the Add Instructor link. 

Step	Action
24.	Click the Search button. 
25.	Click the Actions option. 
26.	Click the Return Selected link. 

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ORACLE Agency Demo Stage Center

- Advanced Learning
- Appearance
- Assessments/Surveys
- Assignments
- Categories
- Communications
- Content
- eCommerce
- Enrollments
- External Training
- Gradebook
- ILT
 - Asset/Material Categories
 - Assets/Materials
 - Instructor Led Training**
 - Instructors
 - Physical Locations
- Integrations
- LearnCenter Design
- Options
- Prerequisites
- Reports
- Resources
- Social
- Sub LearnCenters
- Tools

Session Information [Event List](#) [Prerequisites](#)

▼ **Event Information**

Name: Training Expo

Description:

▼ **Track Information** [View Track](#)

Name: Training Expo - All Employees

Description:

▼ **Session Information** [Edit Session](#) [Copy Session](#) [Add Session](#) [Delete Session](#)

Name: Training Expo - Agency#

Description:

LearnCenter Search: Included

Minimum Seats: 0

Maximum Seats: 15

Pework:

Outline:

[Schedule](#)


Start Date: 2/8/2017 8:00 AM CST

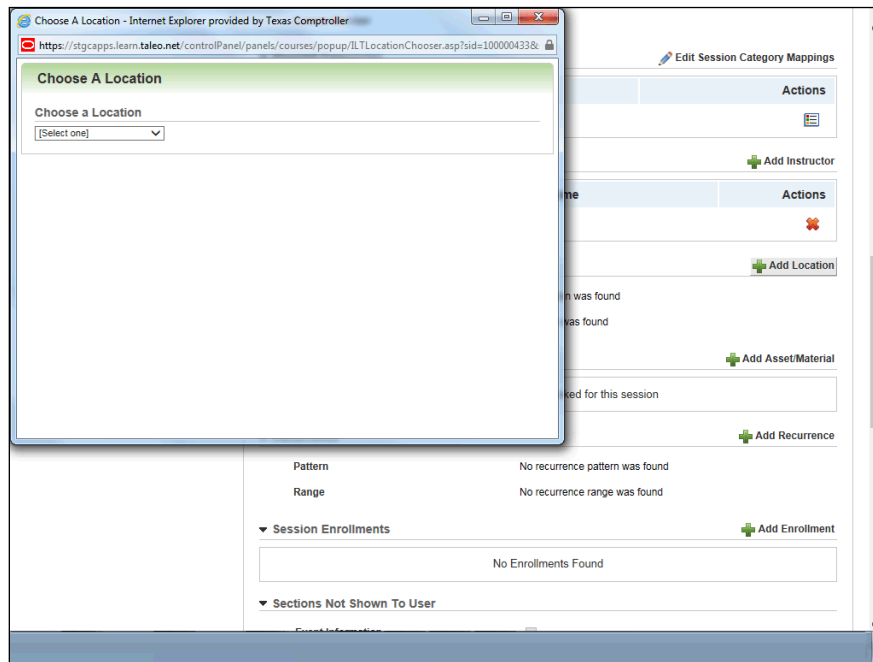
End Date: 2/22/2017 5:00 PM CST

[Standard Fields](#)

Author:

Series Name:

Step	Action
27.	Click the scrollbar.
28.	<p>Locations should have already been added to the Locations Table. Adding will pull the selected Location from that table.</p> <p>Click the Add Location button.</p> 

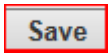


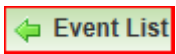
Step	Action
29.	Click the Choose a Location list. Choose a Location [Select one] ▼
30.	Click the Southcliff Training Facility list item. Southcliff Training Facility
31.	You can select a Room for the session but it does not reserve the room at Southcliff. You must make scheduling arrangements at Southcliff outside of the system. Click the Choose a Room list. Choose a Room [Select one] ▼
32.	Click the Training Room 2016 list item. Training Room 2016
33.	Click the February list item. February
34.	Click the 8 date/time field. 8

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Step	Action
35.	Click the scrollbar.
36.	Click the Save button. 

Step	Action
37.	Click the scrollbar.
38.	Click the scrollbar.
39.	Click the scrollbar.
40.	Click the Event List link. 
41.	The Training Expo Event is listed along with the Track and Session.

ORACLE Training Learn Center

ILT Events/Tracks/Sessions

Filters

Events Set Columns Add Event

4 events available, showing 1-4

Event Name	Description	Status	Actions
Employee Self-Service Training	This training will teach students how to use the CAPPS Employee Self-Service Module.	✓	+ 📄 ✎
Training Expo		✓	+ 📄 ✎
TTT Exceptional Customer Service Training	Students will learn how to communicate professionally, gain respect, and improve customer satisfaction and loyalty.	✓	+ 📄 ✎
TTT New Hire Orientation	Orientation for all new employees	✓	+ 📄 ✎

4 events available, showing 1-4

Tracks Set Columns


3 tracks available, showing 1-3

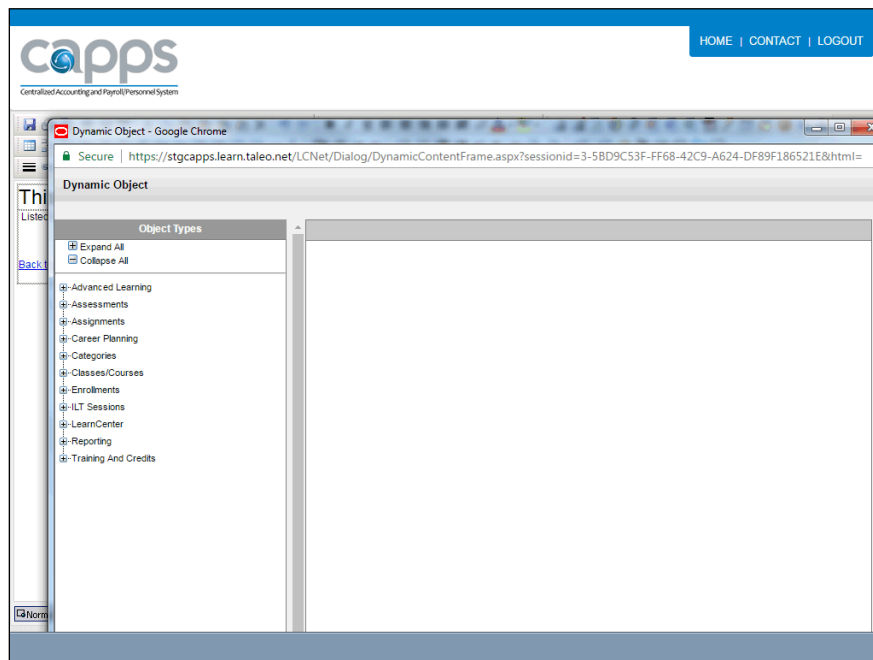
Track Name	Description	Status	Actions
CST - CPA All Employees	This training is for all CPA employees.	✓	+ 📄 ✎
New Hire Orientation - CPA		✓	+ 📄 ✎
Training Expo - All Employees		✓	+ 📄 ✎


3 tracks available, showing 1-3

Sessions Set Columns Add Quick Session

Step	Action
42.	To view the Session, Click the scrollbar.
43.	Click the scrollbar.

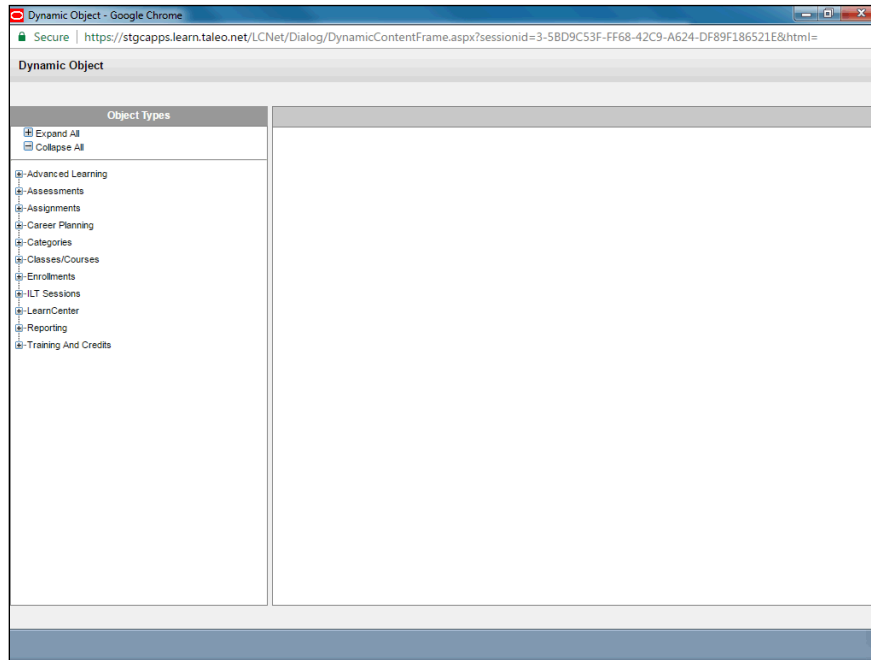
Step	Action
52.	<p>You will click in the area where you want the text to appear.</p> <p>Click in the WSYWYG text field.</p>
53.	<p>Click the Dynamic Object (DO) link.</p> 







Step	Action
54.	<p>Click the Maximize button.</p> 

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EUT Course



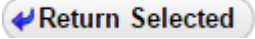
Step	Action
55.	Click the ILT Sessions link. ·ILT Sessions
56.	Click the ILT Session link. ·ILT Session Link
57.	Click the Insert ILT Session link.  Insert ILT Session
58.	Click the Training Expo - Agency# option. 
59.	Click the Return Selected link.  Return Selected
60.	You will type the text as you want it to appear on the ILT Training Listing. Click the whitespace. 
61.	Press [Delete] .

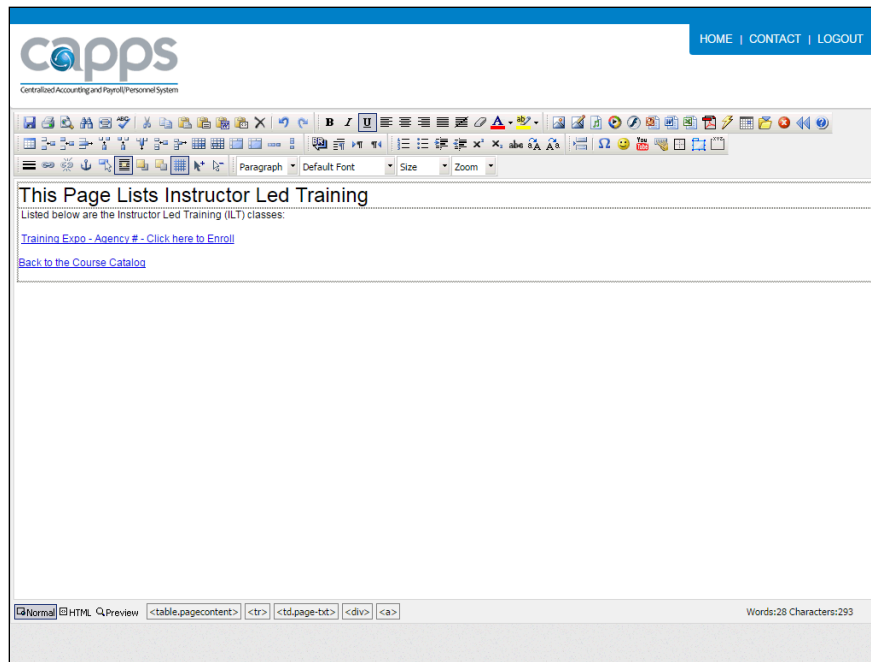
Step	Action
62.	Enter the desired information into the field. Enter " Training Expo - Agency # - Click here to Enroll ".



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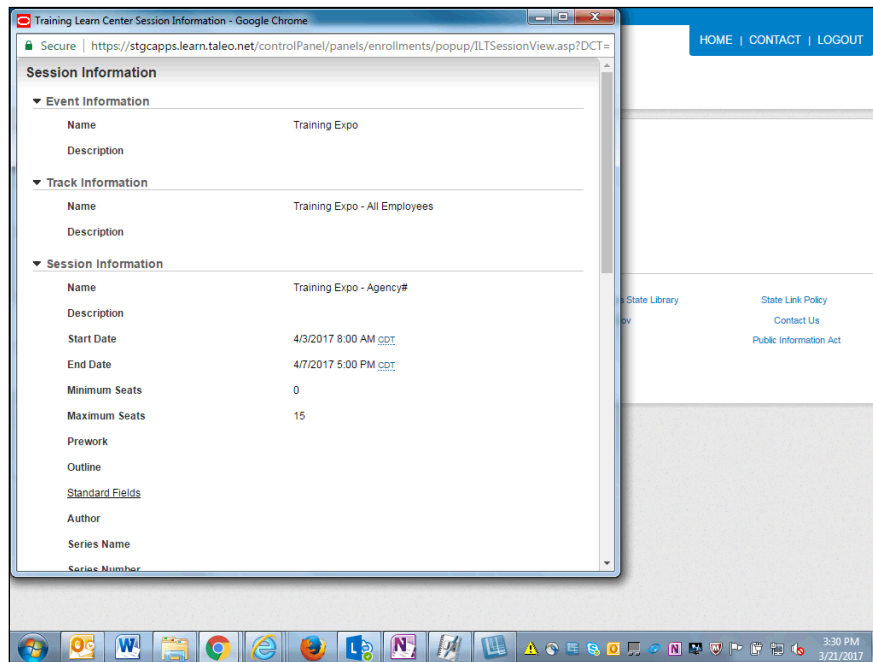
EUT Course



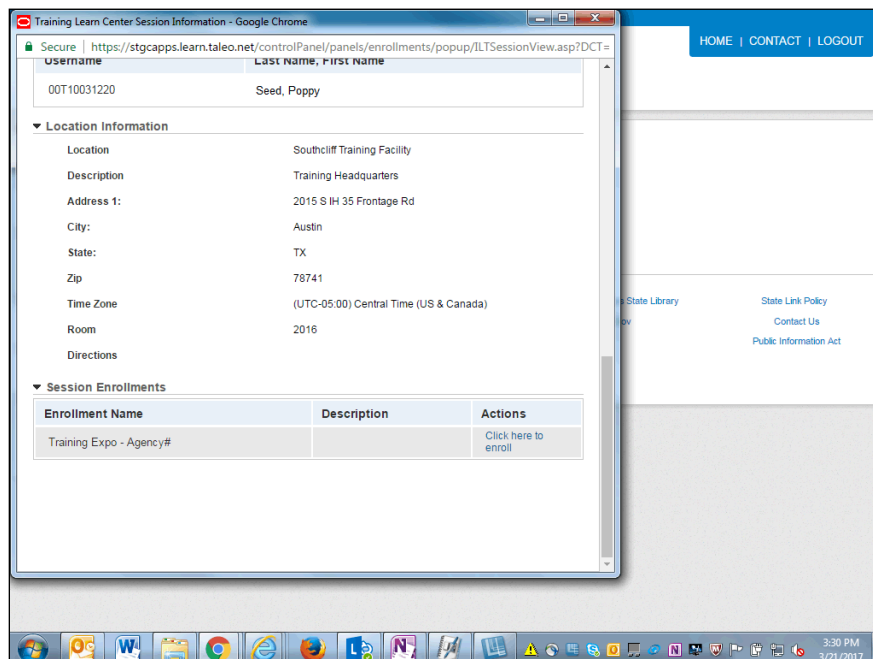
Step	Action
63.	Click the Return Selected button. 
64.	Your text is showing within the text field.



Step	Action
65.	Click the Save button. 
66.	Click the View link. 
67.	This how Users will see the listing of ILT classes.
68.	You can test the link from here. Click the Training Expo - Agency # - Click here to Enroll Link link. Training Expo - Agency # - Click here to Enroll



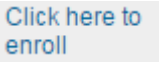
Step	Action
69.	<p>The Session Information appears.</p> <p>Click the scrollbar.</p>

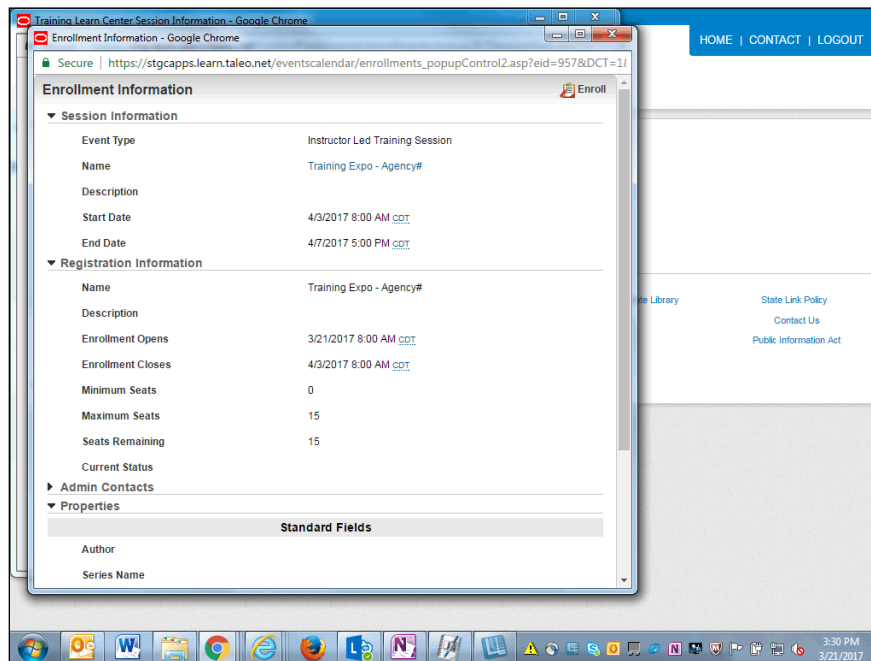




CAPPS HR/PAYROLL

EUT Course



Step	Action
70.	Click the Click here to enroll link. 
71.	The User will use the Enroll button at the top right of the page.



Step	Action
72.	Click the Close button. 
73.	Click the Close button. 
74.	Congratulations! You have completed this lesson. End of Procedure.

Creating Assessments (Tests)

Section 2 - Lesson 3, Exercise 2 - Creating Assessments (Tests)

There are many tasks to perform when creating an Assessment. The following is a basic high level overview of this process:

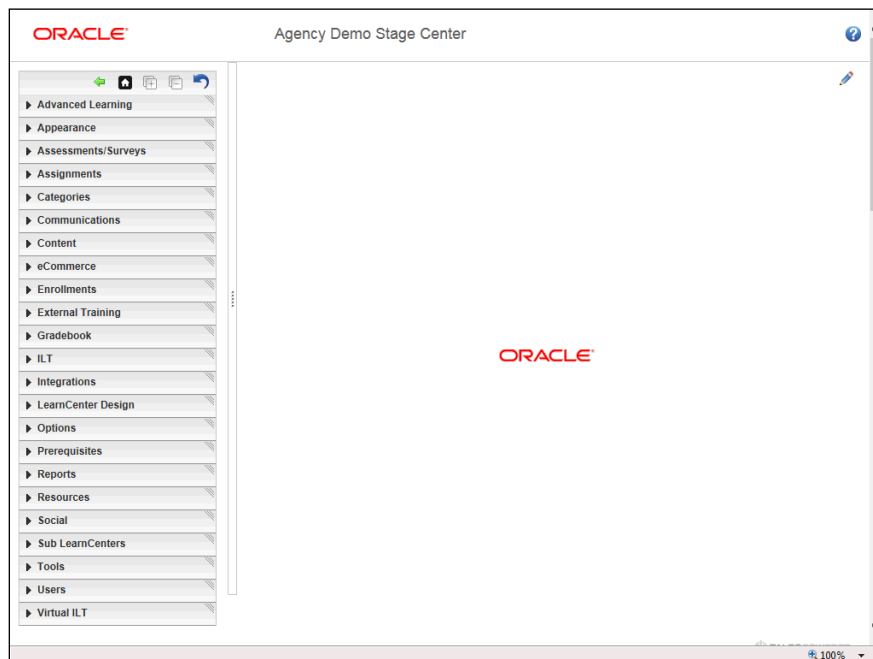
1. Add Categories - This will assist you in organizing your test-related items for easy retrieval and when randomizing Questions for a particular Assessment.
2. Add Questions and Answers for the Assessments.
3. Add the Assessment and package the Questions and Answers together.
4. Add the Instance by defining the properties of the Assessment, such as the passing grade.
5. Distribute the Assessment to users - This is accomplished by creating an Enrollment or Assignment.
6. Manage Scores - Convert numeric scores into non-numeric scores if necessary.

Procedure

In this lesson, you will learn how to create an Assessment.

In this scenario, you will:

- 1) Create a Customer Service Assessment.
- 2) Map it to the Agency Demo Course
- 3) Add the CST - Instance



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EUT Course



Step	Action
1.	Click the Assessments/Surveys link.
2.	Click the Assessments/Surveys link.
3.	Click the Add Assessment link.
4.	Enter the desired information into the Name field. Enter " Customer Service Assessment ". Name <input type="text"/>
5.	Enter the desired information into the Instructions/Description field. Enter " Please take the CST Assessment before ending the course. ". Instructions/Description <div></div>
6.	Click the Type list. Type <input type="text" value="[Select one]"/>
7.	Click the Assessment list item. Assessment
8.	Click the Find Categories link.

ORACLE Agency Demo Stage Center

Categories Selector - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/lnet/controlpanel/dataselctor/DataSelector.aspx?type=Category&mnode=Multiple&enabled=false&xmlFile=20888eed8-1048-676

Categories Selector

Instructions

Filters

Name/Description

☒ containing ☐ beginning with

Status

Pagination Records per page


Categories list

6 records available, showing 1-6

Name	Description	
Customer Service		<input checked="" type="checkbox"/>
Default Category		<input type="checkbox"/>
Finance		<input type="checkbox"/>
Human Resources		<input type="checkbox"/>
Leadership		<input type="checkbox"/>
New Hire		<input type="checkbox"/>

6 records available, showing 1-6

100%

Step	Action
9.	Click the Customer Service option. <div>Customer Service <input checked="" type="checkbox"/></div>
10.	Click the Return Selected link. <div> Return Selected</div>

CAPPS HR/PAYROLL

EUT Course



ORACLE Agency Demo Stage Center

Add Assessment [Return to Assessment list](#) [Save](#)

Test

Name: Customer Service Assessment

Instructions/Description: Please take the CST Assessment before ending the course.

Type: Assessment

Category: Customer Service

[Find Categories](#)

Questions [Select/Manage Questions](#) [Select Random Questions from Mapped Categories](#)


☒ Manually select the questions to appear on this assessment.
☐ Select question category/categories and have questions selected randomly during assessment administration

Question	Point Value
No questions are currently assigned for this test	

Question Order

To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order

Step	Action
11.	Click the Select/Manage Questions link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">  Select/Manage Questions </div>

ORACLE Agency Demo Stage Center

Questions Selector - Internet Explorer provided by Texas Comptroller

<https://stgcapps.learn.taleo.net/controlPanel/panels/tests/popup/questionSelector.asp?multi=1&sessionid=3-E99C8796-BF3>

Questions Selector [Return selected](#)








Filters

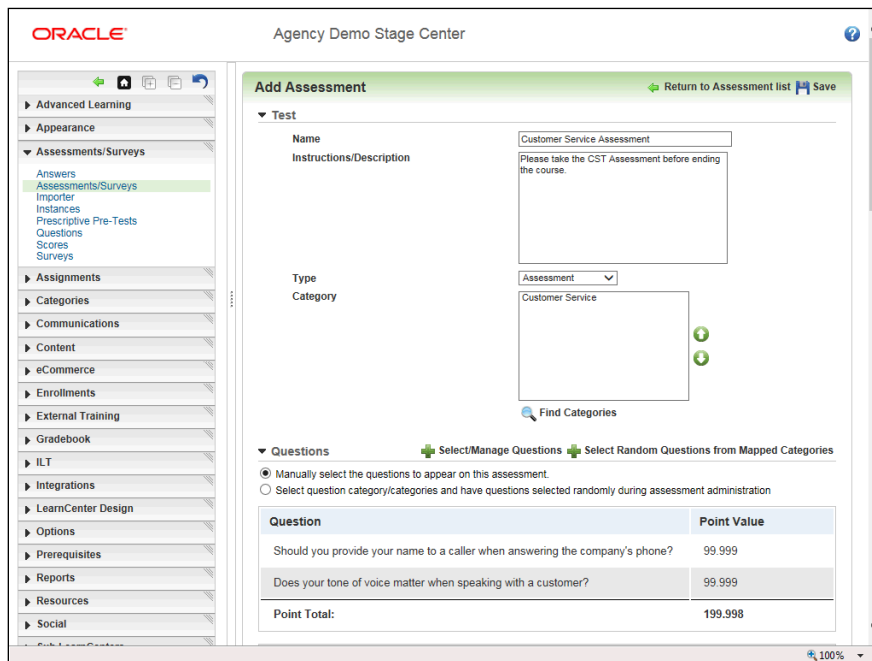
Questions List [Return selected](#)

2 records available, showing 1-2

Question	Type	Point Value	Status	
Does your tone of voice matter when speaking with a customer?	Multiple choice single select	99.999	✓	<input type="checkbox"/>
Should you provide your name to a caller when answering the company's phone?	Multiple choice single select	99.999	✓	<input type="checkbox"/>

[Return selected](#)

Step	Action
12.	Click the 99.999 option.   
13.	Click the 99.999 option.   
14.	Click the Return selected link.  Return selected



ORACLE Agency Demo Stage Center

Add Assessment [Return to Assessment list](#) [Save](#)

Test

Name: Customer Service Assessment

Instructions/Description: Please take the CST Assessment before ending the course.

Type: Assessment



Category: Customer Service

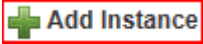
[Find Categories](#)

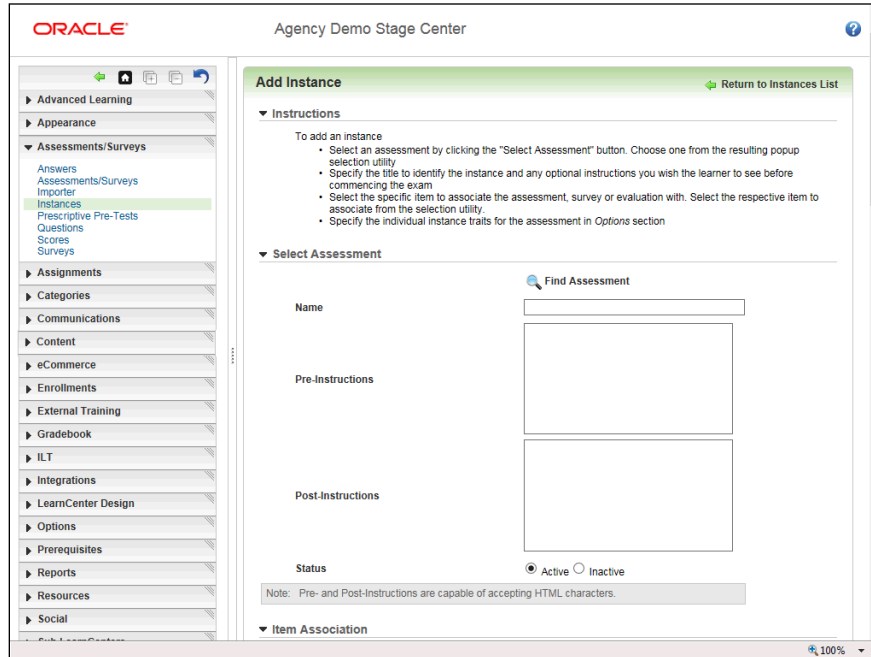
Questions [Select/Manage Questions](#) [Select Random Questions from Mapped Categories](#)

☒ Manually select the questions to appear on this assessment.
☐ Select question category/categories and have questions selected randomly during assessment administration

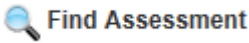
Question	Point Value
Should you provide your name to a caller when answering the company's phone?	99.999
Does your tone of voice matter when speaking with a customer?	99.999
Point Total:	199.998

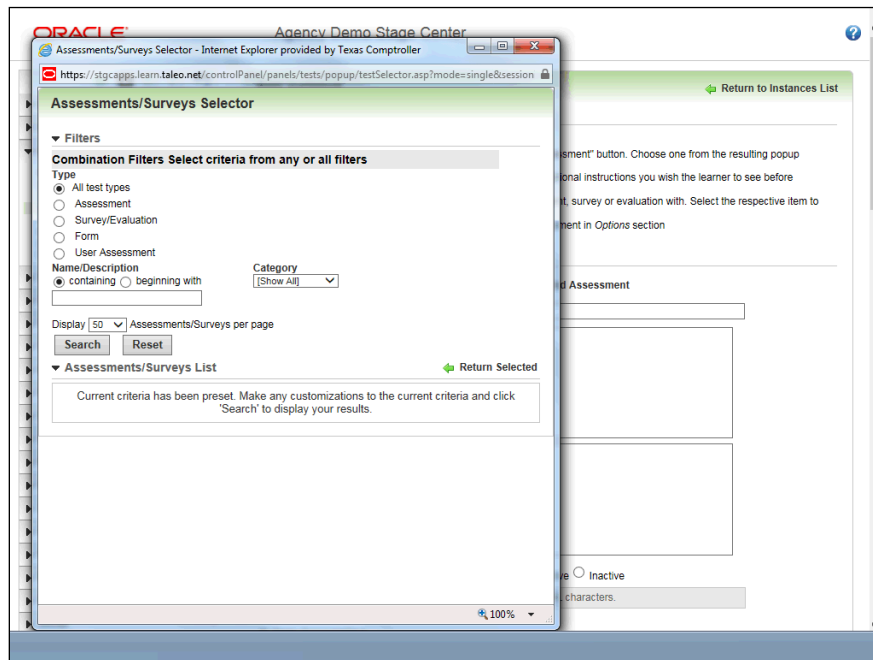
Step	Action
15.	Click the scrollbar.
16.	Click the Save link.  Save
17.	Click the Instances link. 

Step	Action
18.	Click the Add Instance link. 



The screenshot shows the Oracle Agency Demo Stage Center interface. On the left is a navigation menu with categories like Advanced Learning, Appearance, Assessments/Surveys, Assignments, Categories, Communications, Content, eCommerce, Enrollments, External Training, Gradebook, ILT, Integrations, LearnCenter Design, Options, Prerequisites, Reports, Resources, and Social. The 'Assessments/Surveys' category is expanded, showing sub-items: Answers, Assessments/Surveys, Importer, Instances (highlighted), Prescriptive Pre-Tests, Questions, Scores, and Surveys. The main content area is titled 'Add Instance' and includes a 'Return to Instances List' link. It contains sections for 'Instructions' (with a list of steps to add an instance), 'Select Assessment' (with a 'Find Assessment' button and input fields for Name, Pre-Instructions, and Post-Instructions), 'Status' (with radio buttons for Active and Inactive), and 'Item Association'. A note at the bottom states: 'Note: Pre- and Post-Instructions are capable of accepting HTML characters.'

Step	Action
19.	Click the Find Assessment button. 



Step	Action
20.	Click the Assessment option. Type <input checked="" type="radio"/> All test types <input type="checkbox"/> Assessment <input type="radio"/> Survey/Evaluation <input type="radio"/> Form <input type="radio"/> User Assessment
21.	Click the Search button. <input type="button" value="Search"/>
22.	Click the Customer Service Assessment option. <input type="checkbox"/> Customer Service Assessment
23.	Click the Return Selected link. <input type="button" value="Return Selected"/>

CAPPS HR/PAYROLL

EUT Course



ORACLE Agency Demo Stage Center

Add Instance [Return to Instances List](#)

Instructions

To add an instance

- Select an assessment by clicking the "Select Assessment" button. Choose one from the resulting popup selection utility.
- Specify the title to identify the instance and any optional instructions you wish the learner to see before commencing the exam.
- Select the specific item to associate the assessment, survey or evaluation with. Select the respective item to associate from the selection utility.
- Specify the individual instance traits for the assessment in Options section

Select Assessment

[Find Assessment](#)

Selected Assessment: Customer Service Assessment

Name:

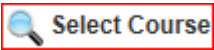
Pre-Instructions:

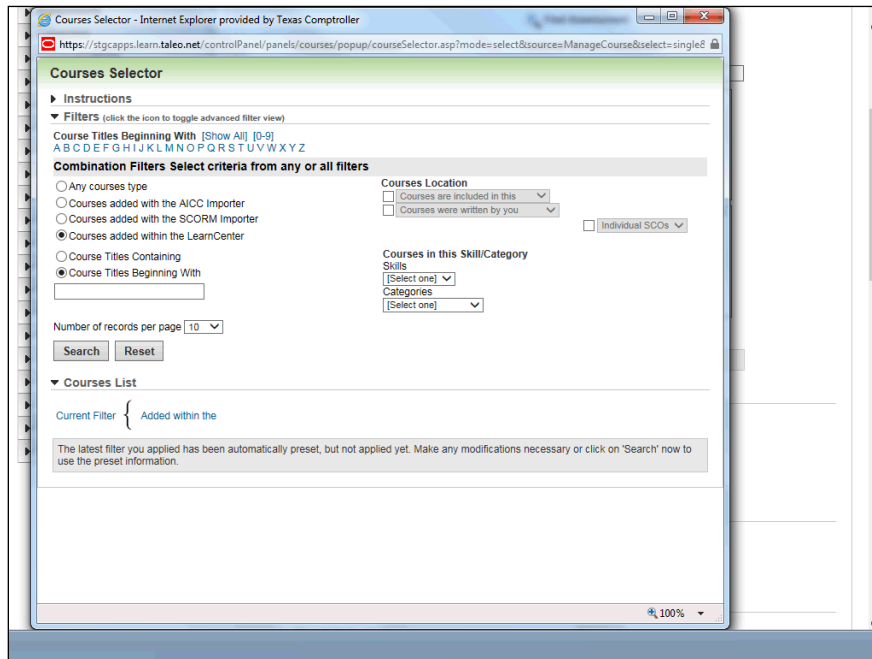
Post-Instructions:

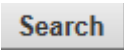


Status: ☒ Active ☐ Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

Step	Action
24.	Enter the desired information into the Name field. Enter " CST Assessment ". Name <input type="text"/>
25.	Enter the desired information into the Pre-Instructions field. Enter " Please take assessment prior to the end of the course. ". Pre-Instructions <input type="text"/>
26.	Enter the desired information into the Post-Instructions field. Enter " In order for the course to be complete, you must take the assessment. ". Post-Instructions <input type="text"/>
27.	Click the scrollbar.

Step	Action
28.	Click the Select the item type to associate the assessment with list. Select the item type to associate the assessment with [Select one] ▼
29.	Click the Course list item. Course
30.	Click the Select Course link. 



Step	Action
31.	Click the Search button. 
32.	Click the Selection option.  Course for Agency Demo 12/16/2016 10:23 AM CST Open 

CAPPS HR/PAYROLL

EUT Course



Courses Selector

Instructions

Filters (click the icon to toggle advanced filter view)

Course Titles Beginning With [Show All] [0-9] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Combination Filters Select criteria from any or all filters

☐ Any courses type
☐ Courses added with the AICC Importer
☐ Courses added with the SCORM Importer
☒ Courses added within the LearnCenter

☐ Course Titles Containing
☒ Course Titles Beginning With

Number of records per page 10

Search Reset

▼ Courses List

Return Selected

Current Filter { Added within the Course Titles Beginning With "C"

1 course available, showing 0-1

Title	Type	Added Date	Status	Actions
Course for Agency Demo		12/16/2016 10:23 AM CST	Open	

Step	Action
33.	Click the Return Selected link.

☒ Active ☐ Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

▼ Item Association

Select the item type to associate the assessment with Course

Select the specific course to associate with the instance.

Select Course

Course for Agency Demo

▼ Electronic Signature

Display Electronic Signature Start of instance Inherited End of instance Inherited

▼ Options

Time limit (in minutes) 0

Paging

☒ Show All

☐ Number of Questions per page:

☐ Show Questions grouped by Category

Limit # of views 0

Limit # of submissions

Completion Credits 0

Randomize question order

☒ No ☐ Yes

Randomize answer order (multi-choice questions only)

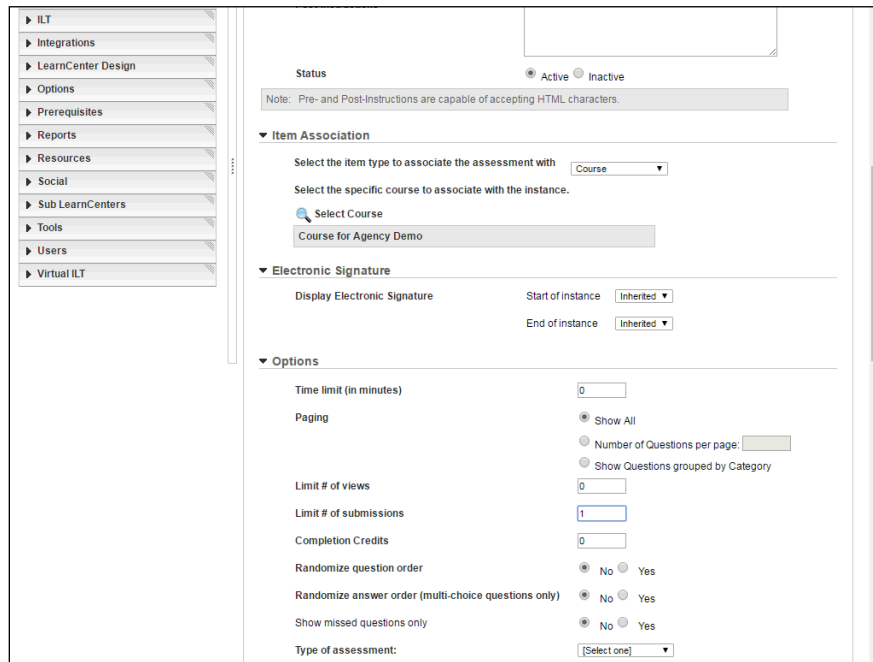
☒ No ☐ Yes

Show missed questions only

☒ No ☐ Yes

Type of assessment: [Select one]

Step	Action
34.	Enter the desired information into the Limit # of submissions field. Enter "1".



The screenshot shows the configuration interface for the EUT Course. The left sidebar contains a navigation menu with the following items: ILT, Integrations, LearnCenter Design, Options, Prerequisites, Reports, Resources, Social, Sub LearnCenters, Tools, Users, and Virtual ILT. The main content area is divided into several sections:

- Status:** Radio buttons for Active (selected) and Inactive.
- Note:** Pre- and Post-Instructions are capable of accepting HTML characters.
- Item Association:**
 - Select the item type to associate the assessment with: Course (dropdown menu).
 - Select the specific course to associate with the instance: Select Course (button).
 - Course for Agency Demo (text field).
- Electronic Signature:**
 - Display Electronic Signature: Inherited (dropdown menu).
 - Start of instance: Inherited (dropdown menu).
 - End of instance: Inherited (dropdown menu).
- Options:**
 - Time limit (in minutes): 0 (text field).
 - Paging:
 - Show All (radio button, selected).
 - Number of Questions per page: (text field).
 - Show Questions grouped by Category (radio button).
 - Limit # of views: 0 (text field).
 - Limit # of submissions: 1 (text field, highlighted with a blue border).
 - Completion Credits: 0 (text field).
 - Randomize question order: No (radio button, selected) / Yes (radio button).
 - Randomize answer order (multi-choice questions only): No (radio button, selected) / Yes (radio button).
 - Show missed questions only: No (radio button, selected) / Yes (radio button).
 - Type of assessment: [Select one] (dropdown menu).

Step	Action
35.	Click the scrollbar.

CAPPS HR/PAYROLL

EUT Course



Options

Time limit (in minutes)

Paging ☒ Show All
☐ Number of Questions per page:
☐ Show Questions grouped by Category

Limit # of views

Limit # of submissions

Completion Credits

Randomize question order ☒ No ☐ Yes

Randomize answer order (multi-choice questions only) ☒ No ☐ Yes

Show missed questions only ☒ No ☐ Yes

Type of assessment:

Show results ☒ No ☐ Yes

Show details ☒ No ☐ Yes

Show author feedback ☒ No ☐ Yes

Required: ☒ No ☐ Yes

Show results in Gradebook ☒ No ☐ Yes

Post Comments ☐

Customized Results Display

Customization Required ☐

Step	Action
36.	Click the Type of Assessment button. <input type="text" value="[Select one]"/>

Options

Time limit (in minutes)

Paging ☒ Show All
☐ Number of Questions per page:
☐ Show Questions grouped by Category

Limit # of views

Limit # of submissions

Completion Credits

Randomize question order ☒ No ☐ Yes

Randomize answer order (multi-choice questions only) ☒ No ☐ Yes

Show missed questions only ☒ No ☐ Yes

Type of assessment:

Show results ☒ No ☐ Yes

Show details ☒ No ☐ Yes

Show author feedback ☒ No ☐ Yes

Required: ☒ No ☐ Yes

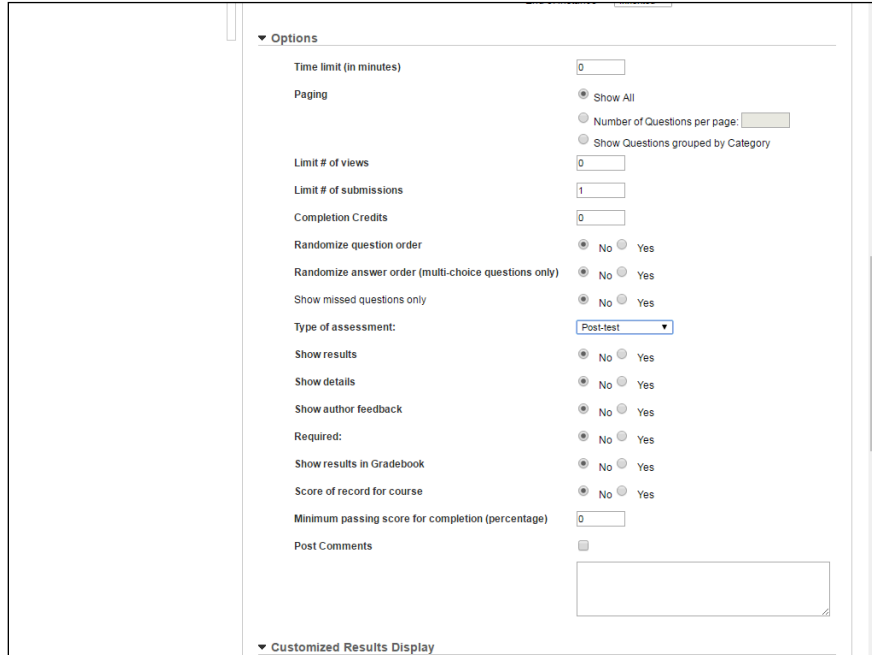
Show results in Gradebook ☒ No ☐ Yes

Post Comments ☐

Customized Results Display

Customization Required ☐

Step	Action
37.	Click the Post-test list item. <div>Post-test</div>



Options

Time limit (in minutes)

Paging ☒ Show All
☐ Number of Questions per page:
☐ Show Questions grouped by Category

Limit # of views

Limit # of submissions

Completion Credits

Randomize question order ☒ No ☐ Yes

Randomize answer order (multi-choice questions only) ☒ No ☐ Yes

Show missed questions only ☒ No ☐ Yes

Type of assessment:

Show results ☒ No ☐ Yes

Show details ☒ No ☐ Yes

Show author feedback ☒ No ☐ Yes

Required: ☒ No ☐ Yes

Show results in Gradebook ☒ No ☐ Yes

Score of record for course ☒ No ☐ Yes

Minimum passing score for completion (percentage)

Post Comments ☐

Customized Results Display

Step	Action
38.	Click the Show results - Yes option. <div><input type="radio"/></div>
39.	Click the Required - Yes option. <div><input type="radio"/></div>
40.	Click the Yes option. <div><input type="radio"/></div>

CAPPS HR/PAYROLL

EUT Course



Options

Time limit (in minutes)

Paging ☒ Show All
☐ Number of Questions per page:
☐ Show Questions grouped by Category

Limit # of views

Limit # of submissions

Completion Credits

Randomize question order ☒ No ☐ Yes

Randomize answer order (multi-choice questions only) ☒ No ☐ Yes

Show missed questions only ☒ No ☐ Yes

Type of assessment:

Show results ☐ No ☒ Yes

Show details ☒ No ☐ Yes

Show author feedback ☒ No ☐ Yes

Required: ☐ No ☒ Yes

Show results in Gradebook ☐ No ☒ Yes

Score of record for course ☒ No ☐ Yes

Minimum passing score for completion (percentage)

Post Comments ☐

Customized Results Display

Step	Action
41.	Enter the desired information into the Minimum passing score for completion (percentage) field. Enter " 75 ".
42.	Click the scrollbar.

Show results ☐ No ☒ Yes

Show details ☒ No ☐ Yes

Show author feedback ☒ No ☐ Yes

Required: ☐ No ☒ Yes

Show results in Gradebook ☐ No ☒ Yes

Score of record for course ☒ No ☐ Yes




Minimum passing score for completion (percentage)

Post Comments ☐

Customized Results Display

Customization Required ☐

Save

Step	Action
43.	Click the Save button. 
44.	The CST - Instance is now created.
45.	Click the Collapse button. 
46.	Click the Home button. 
47.	Congratulations! You have completed this lesson. End of Procedure.

Creating Enrollments

Section 2 - Lesson 3, Exercise 3 - Creating Enrollments

Enrollments enable administrators, supervisors, and managers to prescribe learning and monitor student progress. Using Enrollments, you can make optional or mandatory training available to students. You can also enable students to self-enroll or nominate themselves for content.

Self-enrollments can be set up to allow open enrollment or require supervisor approval. Users are notified of status changes through automatic email messages.

Procedure

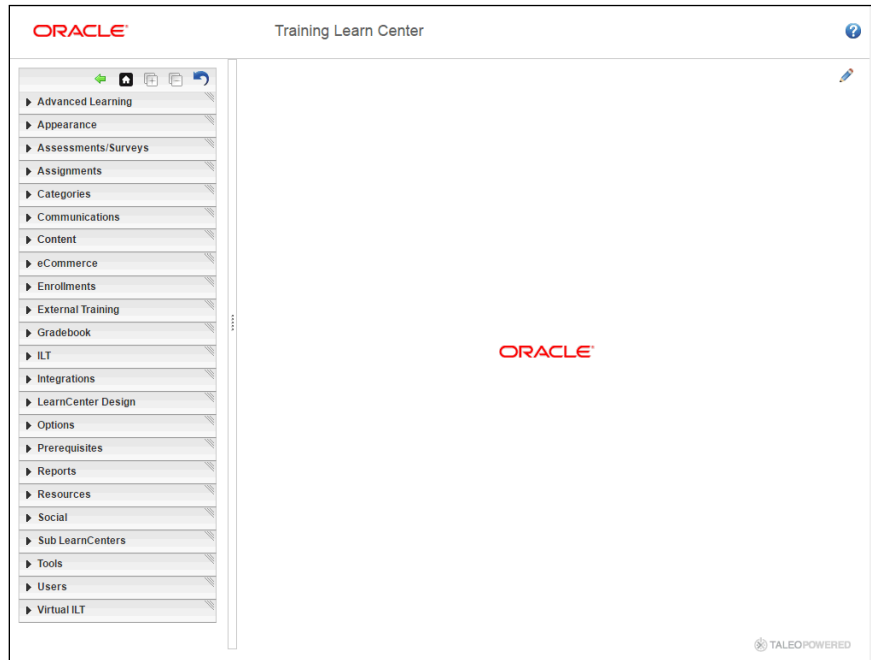
In this lesson, you will learn how to create Enrollments in order for Users to be able to enroll themselves in an ILT.

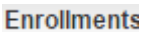
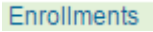


In addition, you will enroll a User into an ILT.

User: Minty Menthol
ILT Name: Training Expo Agency#
Category: Human Resources

CAPPS HR/PAYROLL

EUT Course

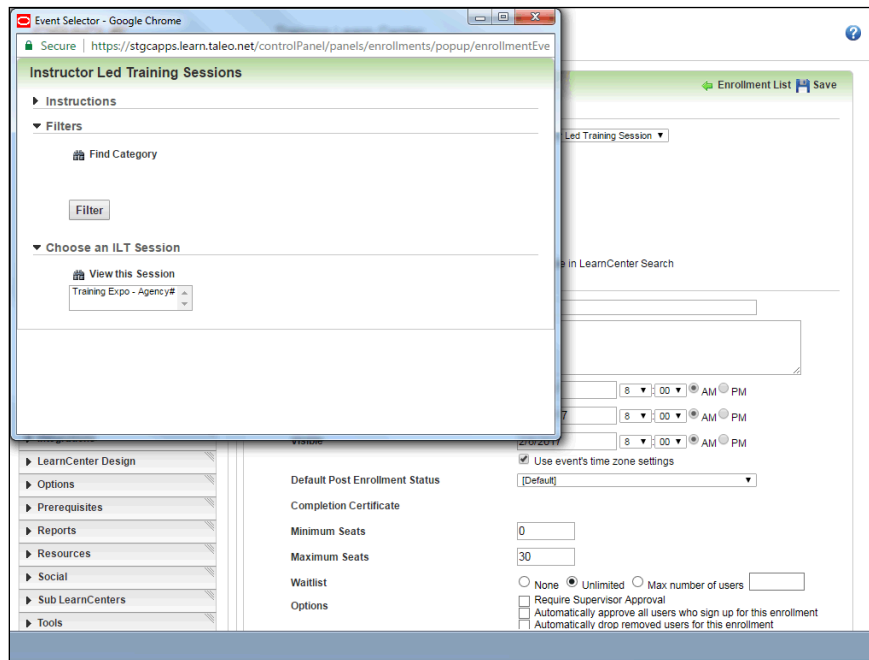


Step	Action
1.	Click the Enrollments link. 
2.	Click the Enrollments link. 
3.	Click the Add Enrollment link. 
4.	You will need to select the Event for the Enrollment. Click the button to the right of the Event field. 

Step	Action
5.	Click the Instructor Led Training Session list item. Instructor Led Training Session
6.	You can filter using a Category if one was created attached to the ILT. In this example, you will not filter by a Category, you will move forward and choose an ILT Session.

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EUT Course



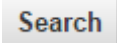
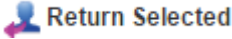


Step	Action
7.	Click the Training Expo - Agency # list item. <u>Training Expo - Agency#</u>
8.	Click the Return Selected link. Return Selected
9.	IMPORTANT: The Enrollment Information section contains options that can be edited for when this Session opens and closes for enrollment. You can also adjust when the session should be visible to Users, if applicable.
10.	Now you will walk through Enrolling a User for this session. Click the scrollbar.
11.	Be sure to review the Options section. If this enrollment requires a Supervisor Approval , it must be selected.
12.	Click the Add Users link. Add Users

Step	Action
13.	Enter the desired information into the First Name field. Enter " minty ".

CAPPS HR/PAYROLL

EUT Course



Step	Action
14.	Click the Search button. 
15.	Minty appears in the Users List in an Approved Status. Now you will enroll them. Click the Action option. 
16.	Click the Return Selected link. 
17.	Click the scrollbar.
18.	Click the scrollbar.
19.	Click the scrollbar.
20.	Click the Save button. 
21.	Click the Yes button. 
22.	Click the scrollbar.
23.	Click the View Users link. 
24.	Minty has a Pre-Status of Nominated . This means there is an approval that needs to take place. For training purposes, change the status to Approved.
25.	Click the button to the right of the Pre-Status field. 

ORACLE Training Learn Center

Training Expo - Agency# Users [Back to All Enrollments](#) [View Enrollment Details](#) [Save](#)

Enrollment Information

Minimum Seats	Maximum Seats	Enrolled Users	Seats Available	Start	End
0	15	0	15	2/14/2017 8:00 AM CST	2/22/2017 5:00 PM CST

Filters

Users [Edit Roster Details](#) [Set Columns](#) [Send Message](#) [Approve Nominated Users](#)

☐ Manually Select Pre-Status
1 user available, showing 1-1

Username	First Name	Last Name	Pre-Status	Credit	Priority	Date Enrolled
MCHE438	Minty	Menthol	Nominated	<None>	99	2/8/2017 12:46 PM CST

1 user available, showing 1-1

New Users [Add Users](#)

[Enrollments](#) [View Enrollment Details](#) [Save](#)

Step	Action
26.	Click the Approved list item. Approved

ORACLE Training Learn Center

Training Expo - Agency# Users [Back to All Enrollments](#) [View Enrollment Details](#) [Save](#)

Enrollment Information

Minimum Seats	Maximum Seats	Enrolled Users	Seats Available	Start	End
0	15	1	14	2/14/2017 8:00 AM CST	2/22/2017 5:00 PM CST

Filters

Users [Edit Roster Details](#) [Set Columns](#) [Send Message](#) [Approve Nominated Users](#)

☐ Manually Select Pre-Status
1 user available, showing 1-1

Username	First Name	Last Name	Pre-Status	Credit	Priority	Date Enrolled
* MCH438	Minty	Menthol	Approved	<None>	99	2/8/2017 12:46 PM CST

1 user available, showing 1-1



New Users [Add Users](#)

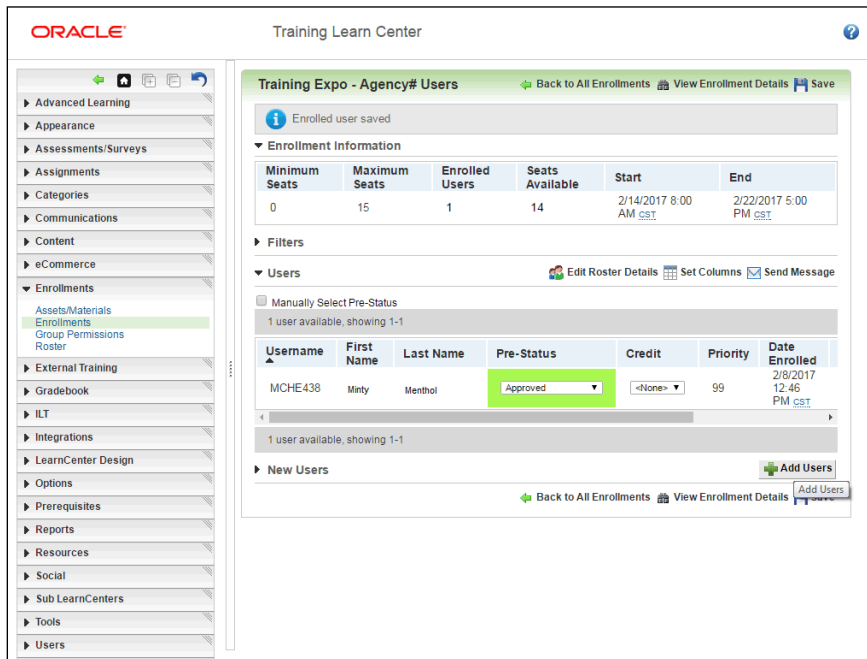
[Back to All Enrollments](#) [View Enrollment Details](#) [Save](#)

CAPPS HR/PAYROLL


EUT Course






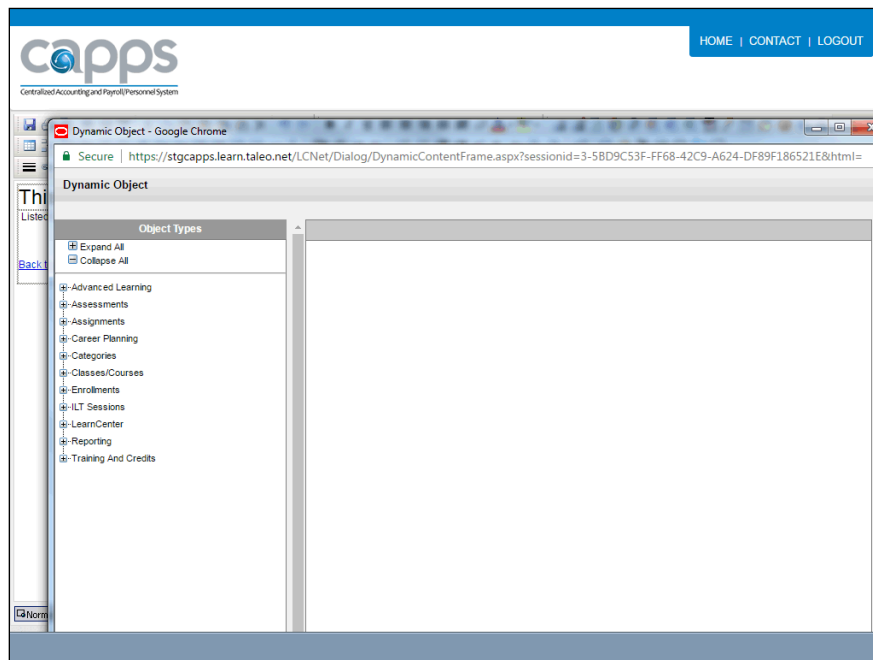
Step	Action
27.	Click the Save button.  Save
28.	Click the Back to All Enrollments link.  Back to All Enrollments
29.	The following steps will show you how to place the session in the Showroom so Users can Enroll.




The screenshot shows the Oracle Training Learn Center interface. The main content area is titled 'Training Expo - Agency# Users'. It includes a 'Back to All Enrollments' link, a 'View Enrollment Details' link, and a 'Save' button. Below this, there is a section for 'Enrollment Information' with a table showing details for a specific enrollment. The table has columns for Minimum Seats, Maximum Seats, Enrolled Users, Seats Available, Start, and End. The data row shows 0 minimum seats, 15 maximum seats, 1 enrolled user, 14 seats available, a start date of 2/14/2017 8:00 AM CST, and an end date of 2/22/2017 5:00 PM CST. Below the enrollment information, there is a 'Filters' section and a 'Users' section. The 'Users' section shows a list of users with columns for Username, First Name, Last Name, Pre-Status, Credit, Priority, and Date Enrolled. The first user listed is MCHE438, Minty, Menthol, with a Pre-Status of 'Approved'. The 'Pre-Status' dropdown is highlighted in green. At the bottom of the page, there is an 'Add Users' button and another 'Back to All Enrollments' link.

Step	Action
30.	Click the Back Arrow link. 
31.	Click the Course Catalog link. Course Catalog
32.	Click the INSTRUCTOR LED TRAINING link. INSTRUCTOR LED TRAINING
33.	This is where you will see the ILT class after you place it in the Showroom.

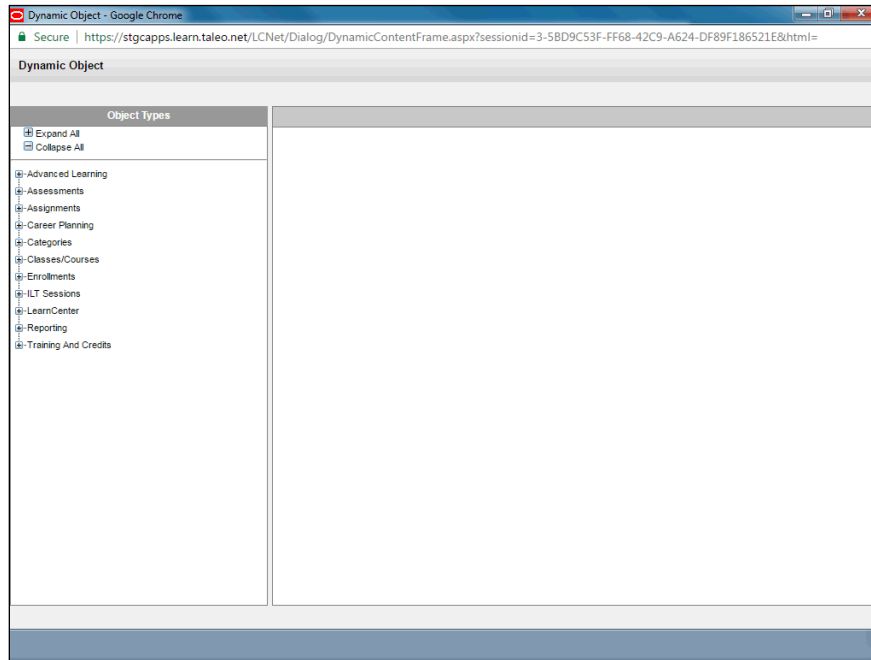
Step	Action
34.	Click the Edit link. 
35.	Click the Edit button. 
36.	You will click in the area where you want the text to appear. Click in the WSYWYG text field.
37.	Click the Dynamic Object (DO) link. 

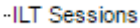
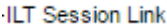
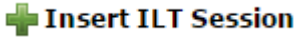

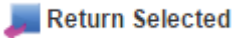
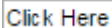


Step	Action
38.	Click the Maximize button. 

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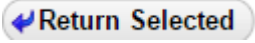
Step	Action
39.	Click the ILT Sessions link. 
40.	Click the ILT Session link. 
41.	Click the Insert ILT Session link. 
42.	Click the Training Expo - Agency# option. 
43.	Click the Return Selected link. 
44.	You will type the text as you want it to appear on the ILT Training Listing. Click the whitespace. 
45.	Press [Delete] .

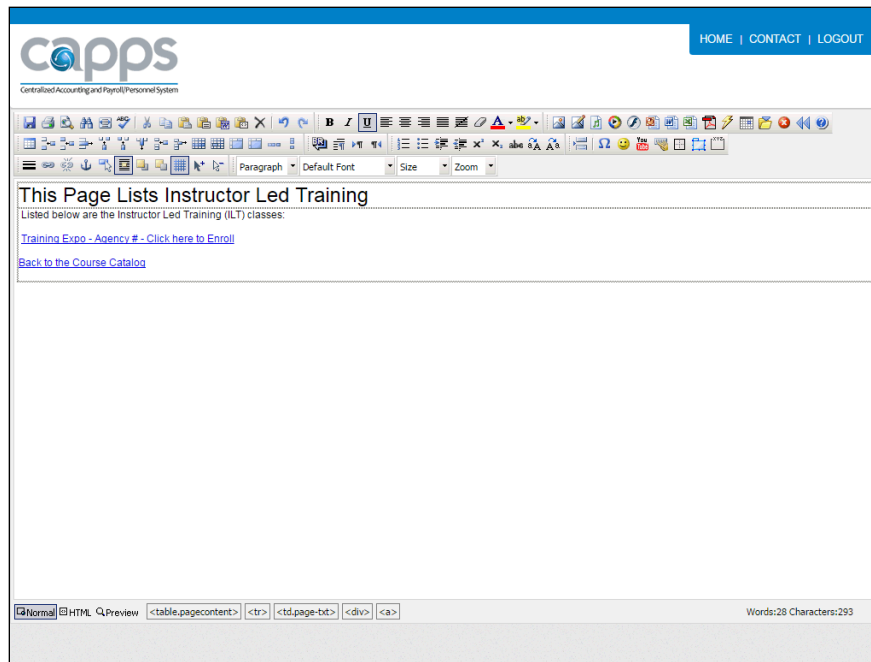
Step	Action
46.	Enter the desired information into the field. Enter " Training Expo - Agency # - Click here to Enroll ".



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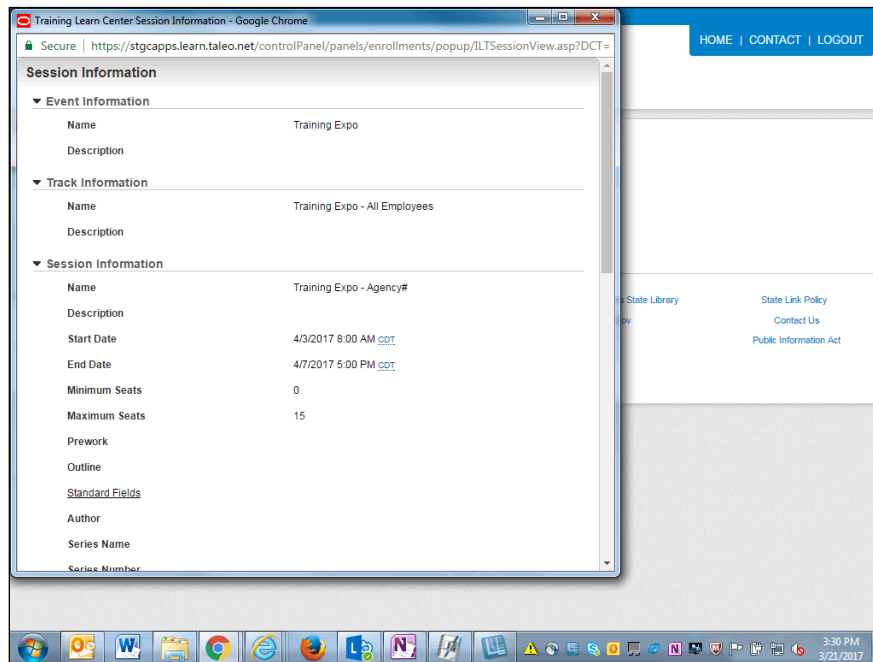
EUT Course



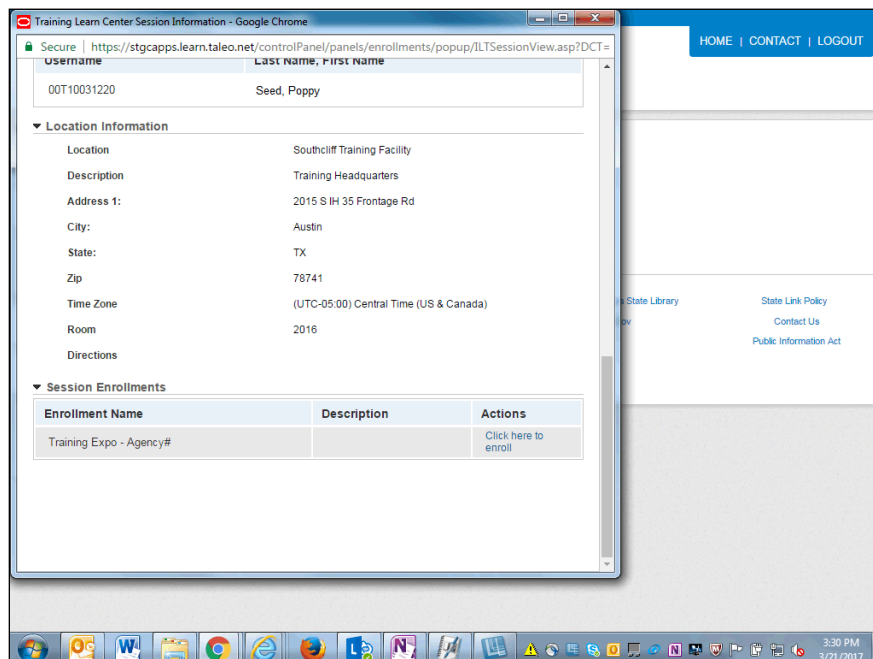
Step	Action
47.	Click the Return Selected button. 
48.	Your text is showing within the text field.



Step	Action
49.	Click the Save button. 
50.	Click the View link. 
51.	This how Users will see the listing of ILT classes.
52.	You can test the link from here. Click the Training Expo - Agency # - Click here to Enroll Link link. Training Expo - Agency # - Click here to Enroll



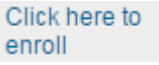
Step	Action
53.	The Session Information appears. Click the scrollbar.

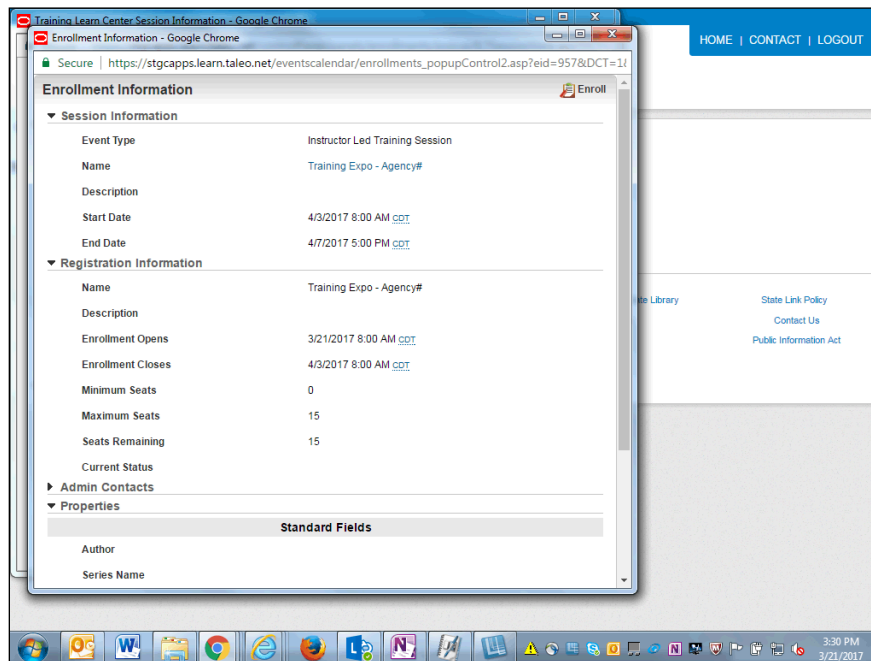




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Step	Action
54.	Click the Click here to enroll link. 
55.	The User will use the Enroll button at the top right of the page.



Step	Action
56.	Click the Close button. 
57.	Click the Close button. 
58.	Congratulations! You have completed this lesson. End of Procedure.

Creating Learning Plans

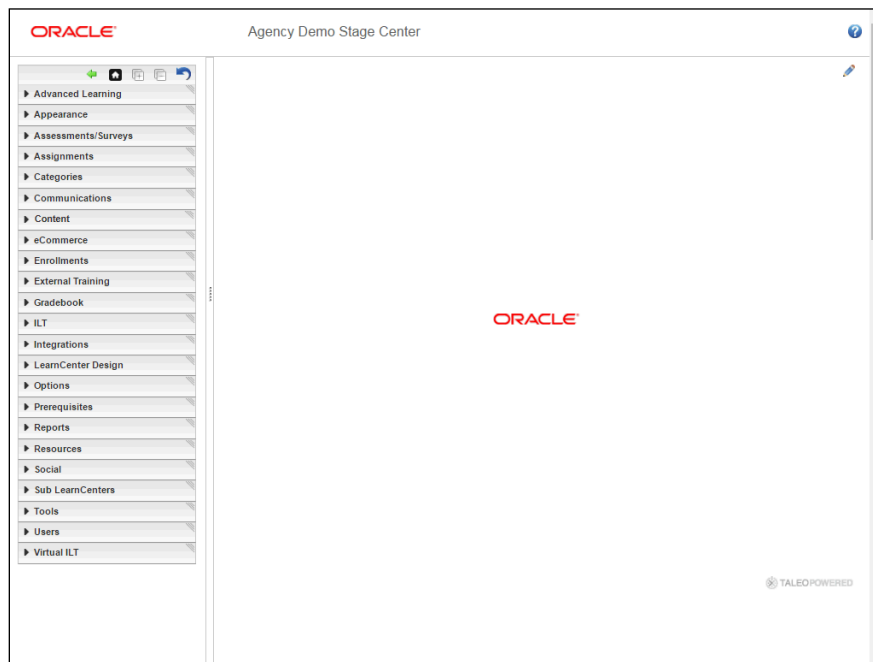
Section 2 - Lesson 3, Exercise 4 - Creating Learning Plans


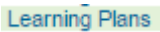
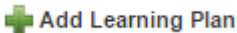
Learning Plans are any combination of training items ranging from independent self study content like assignments, to guided learning activities including mentoring, web based training, and instructor-led or virtual instructor-led training (VILT). Learning Plans can include assessments, surveys, and virtual community activities like chat rooms and forums.

Procedure

In this lesson, you will learn how to create a Learning Plan and assign it to the Training Group.

- 1) Learning Plan Name - Training Plan 2
- 2) Group - Training Group











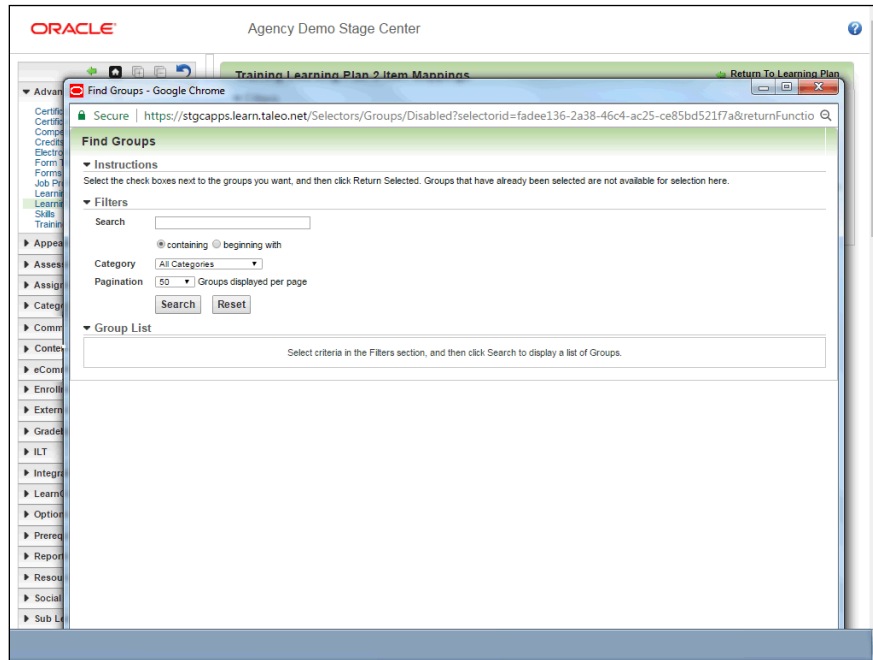
Step	Action
1.	Click the Advanced Learning link. 
2.	Click the Learning Plans link. 
3.	Click the Add Learning Plan link. 
4.	Enter the desired information into the Name field. Enter " Training Learning Plan 2 ".
5.	Click the scrollbar.

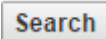

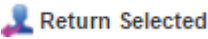
CAPPS HR/PAYROLL

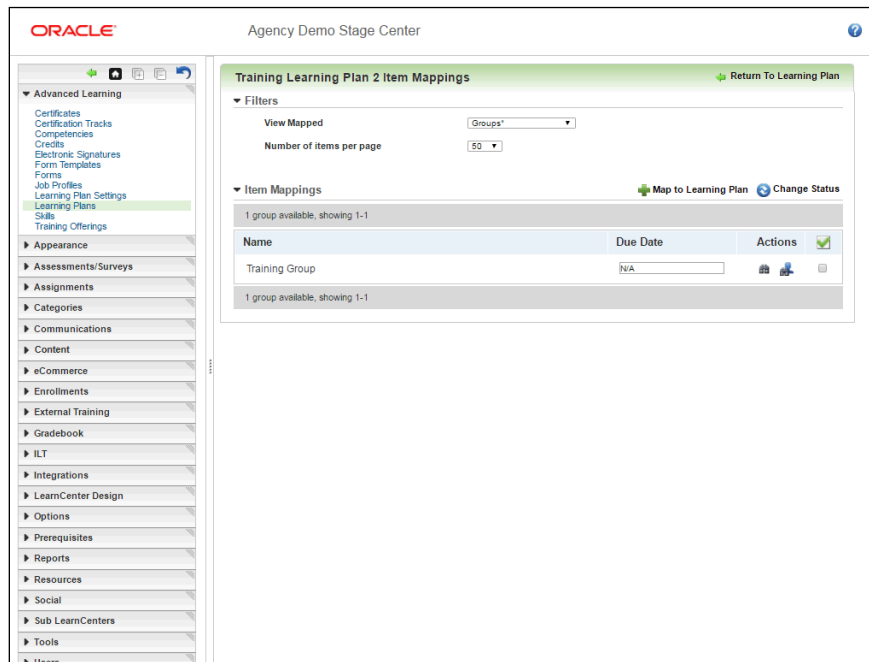
EUT Course

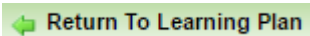




Step	Action
6.	Click the Save button.  Save
7.	Click the Mappings tab.  Mappings
8.	Click the button to the right of the View Mapped field. 
9.	Click the Options tab.  Options
10.	Click the Messages tab.  Messages
11.	Click the Users tab.  Users
12.	Click the Add/Delete Groups link.  Add/Delete Groups
13.	Click the Map to Learning Plan link.  Map to Learning Plan



Step	Action
14.	You need to Search for the specific Group that will be mapped to this Learning Plan. Click the Search button. 
15.	Click the Selection for Training Group option. 
16.	Click the Return Selected link. 
17.	The Due Date for the Learning Plan should be entered. We will leave this blank for now.



Step	Action
18.	Click the Return to Learning Plan link. 
19.	The Learning Plan is assigned to all of the Users within the Learning Group.
20.	Click the Save button. 
21.	Click the Home link. 
22.	Congratulations! You have successfully completed this lesson. End of Procedure.

Creating Skills/Add Notice & Notification

Section 2 - Lesson 3, Exercise 5 - **Creating Skills**

Organizations need to know what Skills are required and which of their employees have them, in order to fill certain positions, communicate expectations, and develop people's capabilities. An important step to utilizing the Advanced Learning module is to build a Skill library.

Your Skill library is a set of standardized Skills determined by tasks or procedures that a department performs in contributing to organizational and departmental Goals. Once you have defined which Skills are

vital to your organization, you can begin creating them. You can then map them to Job Profiles, Users, and various learning items. You can also organize them by assigning them to Categories.

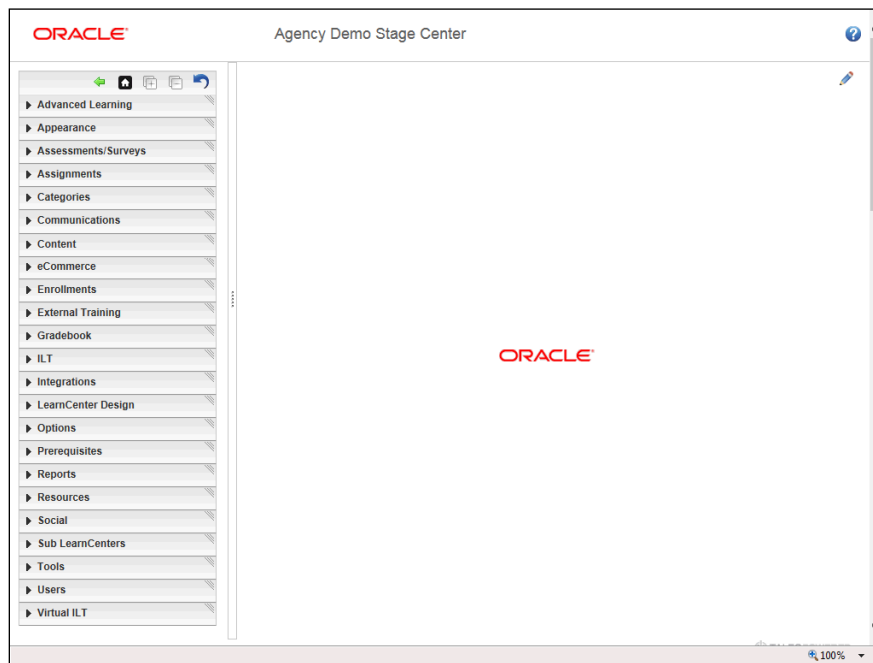
Procedure

In this lesson, you will learn how to create a Skill, map the skill to an assessment and assign the Skill to a User. You will also add a Notice and Notification.

Name of Skill: Customer Service

Expiration Date: 7/10/2017

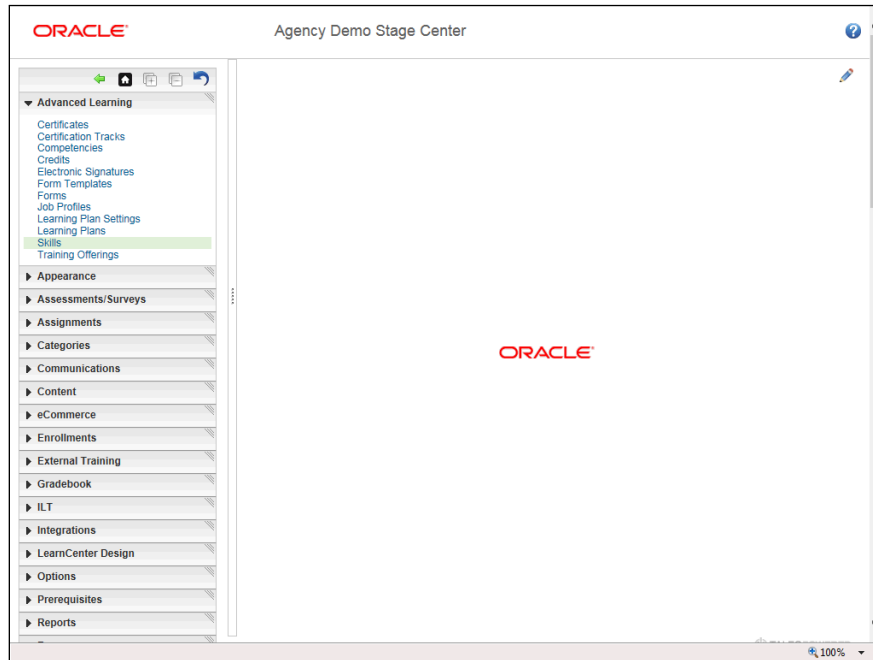
User: Poppy Seed





Step	Action
1.	Click the Advanced Learning link. Advanced Learning

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Step	Action
2.	Click the Skills link. 
3.	Click the Add Skill link. 

Agency Demo Stage Center Add Skill - Internet Explorer provided by ...

https://stgcapps.learn.taleo.net/controlPanel/panels/skillsComp/popup/sc_edit.asp?di...

Add Skill

▼ Details

Name

Description

☐ Recurrence

Complete by Date

Expiration Date

Time Limit (days)

CE Credits

Rating

Require users to be assigned to achieve skill ☐ Yes ☐ No ☒ LearnCenter Default (No)

▼ Completion Options

Select the completion options for this skill. You can choose from requiring only one of the following:

☐ Only one mapped item needs to be completed.

☒ All items mapped to this skill must be completed.

☐ Notify supervisors when a user completes this skill.

☐ Only use Continuing Education Credits (CE Credits).

☐ Set Skill Complete by Date as the default.

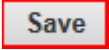
Save Cancel

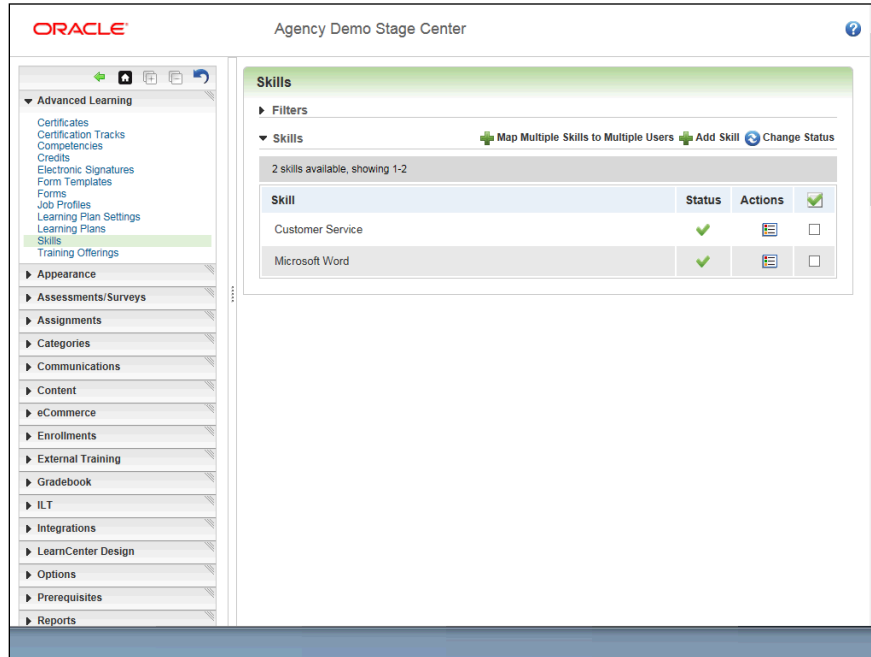
Step	Action
4.	Enter the desired information into the Name field. Enter " Customer Service ". Name <input type="text"/>
5.	Click in the Complete by Date field. Complete by Date <input type="text"/>
6.	Click the Su list. <input type="text" value="January"/> <input type="text" value="v"/> Su Mo Tu We
7.	Click the July list item. July
8.	Click the 10 object. <input type="text" value="10"/>
9.	You can enter additional information for the Skill using the fields provided. In training, you will leave them blank.
10.	Click the Notify supervisors when a user completes this skill. option. <input type="checkbox"/> Notify supervisors when a user completes this skill.



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Step	Action
11.	Click the Save button. 



Step	Action
12.	Click the Skills Properties link. 
13.	You are going to map an Assessment to this Skill. Click the button to the right of the View field. 

ORACLE Agency Demo Stage Center

Skill Properties [Return To Skill List](#)

Details [Edit Details](#)

Name: Customer Service

Description:

Expiration: No Expiration

Completion requirement: All items that are mapped to this skill must be completed in order to acquire this skill.

CE Credits: 0

Require users to be assigned to achieve skill: LearnCenter Default (No)

Mappings [Map Jobs to this Skill](#)

[View](#)

No

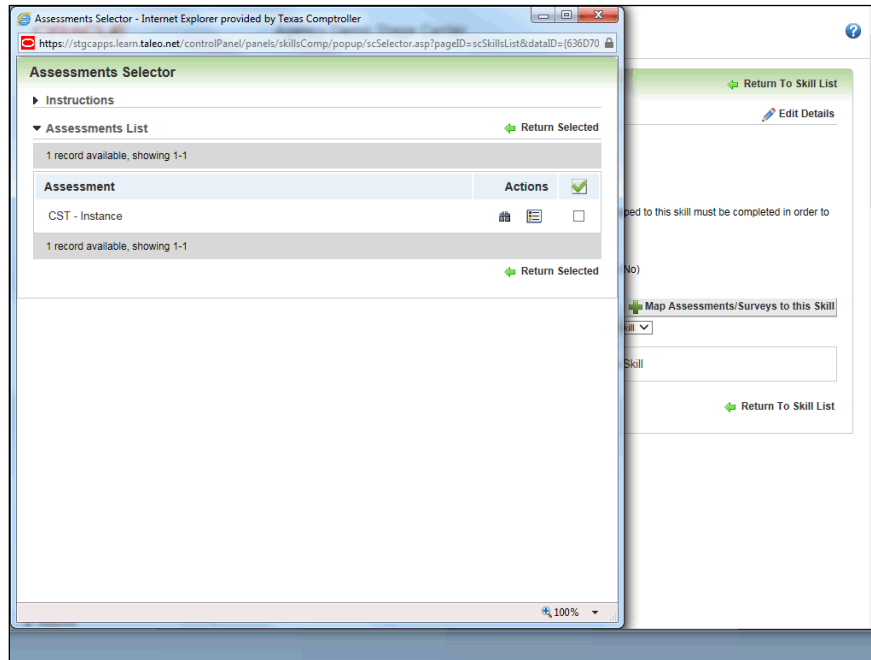
[Return To Skill List](#)

javascript:void(0) 100%

Step	Action
14.	Click the Assessments/Surveys to train this Skill list item. Assessments/Surveys to train this Skill
15.	Click the Map Assessments/Surveys to this Skill link. + Map Assessments/Surveys to this Skill








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Step	Action
16.	<p>There must be an Instance for the Skill selected. Instances should have already been created in the Instance table. If there isn't one listed then it must be created.</p> <p>Click the CST - Instance option.</p> <div> CST - Instance <div> </div> </div>
17.	<p>Click the Return Selected link.</p> <div> Return Selected </div>

The screenshot shows the Oracle Agency Demo Stage Center interface. On the left is a navigation menu with categories like Advanced Learning, Appearance, Assessments/Surveys, Assignments, Categories, Communications, Content, eCommerce, Enrollments, External Training, Gradebook, ILT, Integrations, LearnCenter Design, Options, Prerequisites, and Reports. The 'Skills' category is selected. The main area displays the 'Skill Properties' for 'Customer Service'. It includes fields for Name, Description, Expiration (No Expiration), Completion requirement (All items that are mapped to this skill must be completed in order to acquire this skill.), CE Credits (0), and Require users to be assigned to achieve skill (LearnCenter Default (No)). Below this is a 'Mappings' section with a table showing one mapping: 'CST - Instance'. The table has columns for 'Assessment' and 'Actions'. The 'Actions' column contains icons for a list, a document, and a checkbox.

Step	Action
18.	Click the CST - Instance option. CST - Instance   
19.	Click the Return To Skill List link.  Return To Skill List
20.	Click the view properties button. 
21.	Now you are going to assign (map) the Skill to a User. Click the View list. View Job Profiles requiring this Skill 
22.	Click the Users assigned this Skill list item. Users assigned this Skill
23.	Click the Map Users to this Skill link.  Map Users to this Skill

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Step	Action
24.	Enter the desired information into the First Name field. Enter " Poppy ". First Name <input type="text"/>
25.	Click the Search button. <input type="button" value="Search"/>
26.	Click the Selection option. <input type="checkbox"/>
27.	Click the Return Selected link. Return Selected

ORACLE Agency Demo Stage Center

The selected mapping(s) have been added

Skill Properties [Return To Skill List](#)

Details [Edit Details](#)

Name: Customer Service

Description:

Expiration: No Expiration

Completion requirement: All items that are mapped to this skill must be completed in order to acquire this skill.

CE Credits: 0

Require users to be assigned to achieve skill: LearnCenter Default (No)

Mappings [Edit Complete by Date](#) [Map Users to this Skill](#) [Delete Selected Mappings](#)

View: Users assigned this Skill

1 record available, showing 1-1

Username	Name [Last, First]	Complete by Date	Actions
00T10031220	Seed, Poppy	N/A	View Edit Delete

1 record available, showing 1-1

[Return To Skill List](#)





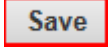
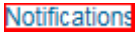
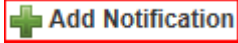
[Return To Skill List](#)



Step	Action
28.	Click the Return To Skill List link. Return To Skill List
29.	Now you will set up the Notice and Notification for the Skill. Click the Communications link. Communications
30.	Click the Notices link. Notices
31.	Click the Add Notice link. Add Notice
32.	It is always beneficial to review the Add Notice Instructions for guidance. Click the Instructions caret. Instructions

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Step	Action
33.	<p>You should select a Name that identifies this notice. It appears in the subject line of the email.</p> <p>In training, you will use Skill Notice.</p> <p>Enter the desired information into the Name field. Enter "Skill Notice".</p> <p>Name <input type="text"/></p>
34.	<p>Enter the desired information into the Subject field. Enter "Skill Notice Reminder".</p> <p>Subject <input type="text"/></p>
35.	<p>Click the Company list item.</p> <p>Company</p>
36.	<p>Click the move selected items button.</p> <p></p>
37.	<p>Click the Department list item.</p> <p>Department</p>
38.	<p>Click the move selected items button.</p> <p></p>
39.	<p>Click the Skill/Assignment Name list item.</p> <p>Skill/Assignment Name</p>
40.	<p>Click the move selected items button.</p> <p></p>
41.	<p>Click the Expiration/Due Date list item.</p> <p>Expiration/Due Date</p>
42.	<p>Click the move selected items button.</p> <p></p>
43.	<p>Click the Save button.</p> <p></p>
44.	<p>Click the Notifications link.</p> <p></p>
45.	<p>Click the Add Notification link.</p> <p></p>

Step	Action
46.	Click the Notice list. Notice [Select one] ▼
47.	Click the Skill Notice list item. Skill Notice
48.	Click the Item Mapping Type list. Item Mapping Type [Select one] ▼
49.	Click the Skill list item. Skill
50.	Enter the desired information into the Send notification field. Enter " 10 ". Send notification <input type="text" value="0"/> days [Select one] ▼ skill expiration date
51.	Click the days list. Send notification <input type="text" value="10"/> days [Select one] ▼ skill expiration date
52.	Click the prior list item. prior
53.	Click the User's Supervisor option. <input type="checkbox"/> User's Supervisor with optional prefix text: <input type="text"/>
54.	Click the Save button. Save
55.	Click the Collapse All button. 
56.	Click the Control Panel Home button. 
57.	Congratulations! You have completed this lesson. End of Procedure.

Creating ILT Certificates

Section 2 - Lesson 3, Exercise 6 - Creating ILT Certificates

Procedure

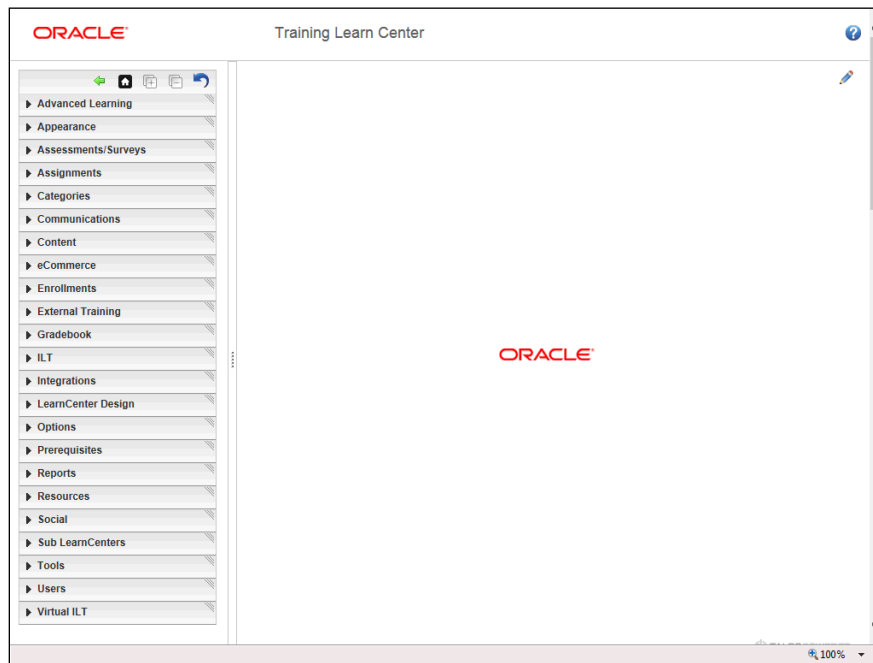
In this lesson, you will learn how to create a certificate for an ILT.

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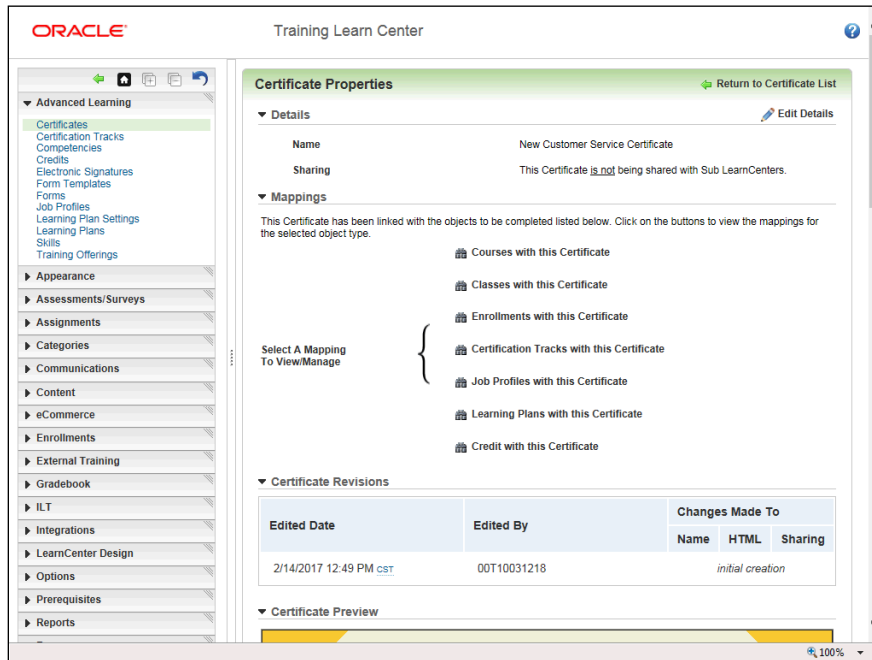


- 1) Certificate Name: New Customer Service Certificate
- 2) Enrollment ILT Session: CST - Finance
- 3) Attendee: Carbon Copy



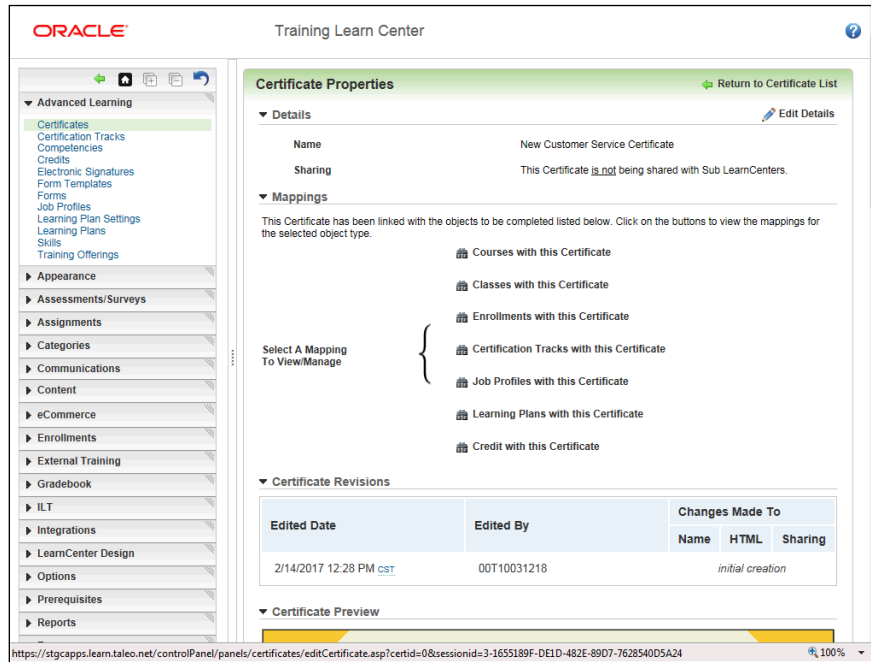
Step	Action
1.	Click the Advanced Learning link.
2.	Click the Certificates link.
3.	There is one certificate listed named Customer Service. You will create a new one. Click the Add Certificate link.
4.	Click in the Name field.
5.	Click the (x) to delete the text in the field. Click in the X field.

Step	Action
6.	Enter the desired information into the Name field. Enter " New Customer Service Certificate ". Name <input type="text"/>
7.	Click the scrollbar.
8.	Click the Save button. Save



The screenshot shows the Oracle Training Learn Center interface. On the left is a navigation menu with categories like Advanced Learning, Appearance, Assessments/Surveys, etc. The main content area is titled 'Certificate Properties' and includes sections for Details, Mappings, Certificate Revisions, and Certificate Preview. The 'Name' field is set to 'New Customer Service Certificate'. The 'Mappings' section lists various objects linked to the certificate, such as Courses, Classes, Enrollments, etc. The 'Certificate Revisions' table shows the certificate was edited on 2/14/2017 by user 00T10031218.

Step	Action
9.	The layout of the certificate is below. Click the scrollbar.
10.	Click the scrollbar.
11.	The Mappings here will open up options to view/manage your certificate.



ORACLE Training Learn Center

Certificate Properties [Return to Certificate List](#) [Edit Details](#)

Details

Name: New Customer Service Certificate

Sharing: This Certificate is not being shared with Sub LearnCenters.

Mappings

This Certificate has been linked with the objects to be completed listed below. Click on the buttons to view the mappings for the selected object type.

Select A Mapping To View/Manage {

- Courses with this Certificate
- Classes with this Certificate
- Enrollments with this Certificate
- Certification Tracks with this Certificate
- Job Profiles with this Certificate
- Learning Plans with this Certificate
- Credit with this Certificate

Certificate Revisions

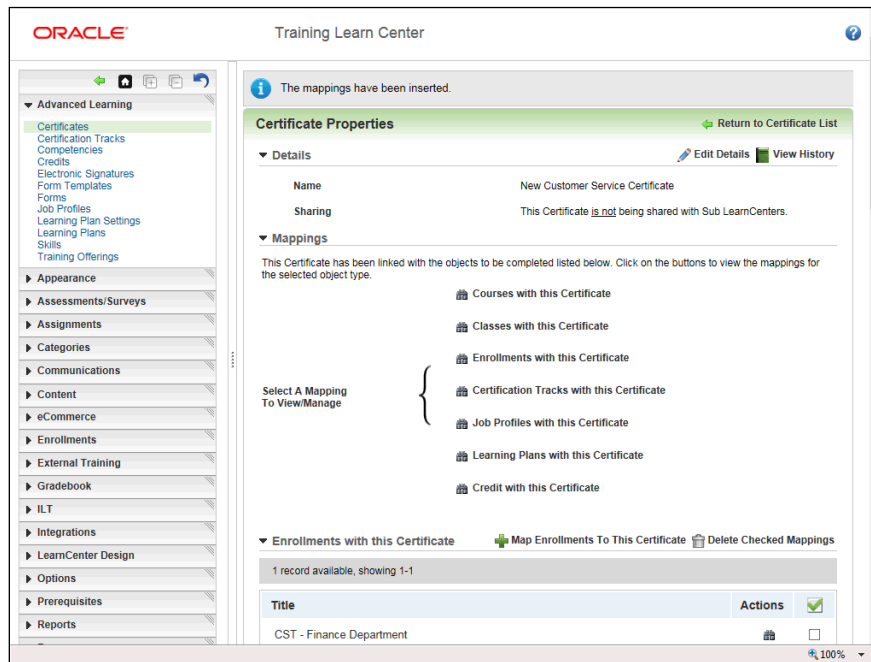
Edited Date	Edited By	Changes Made To		
		Name	HTML	Sharing
2/14/2017 12:28 PM CST	00T10031218	Initial creation		

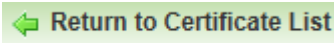



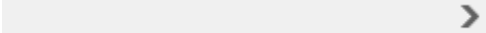
Certificate Preview


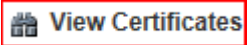
<https://stgcapps.learn.taleo.net/controlPanel/panels/certificates/editCertificate.asp?certid=0&sessionid=3-1655189F-DE1D-482E-89D7-7628540D5A24>

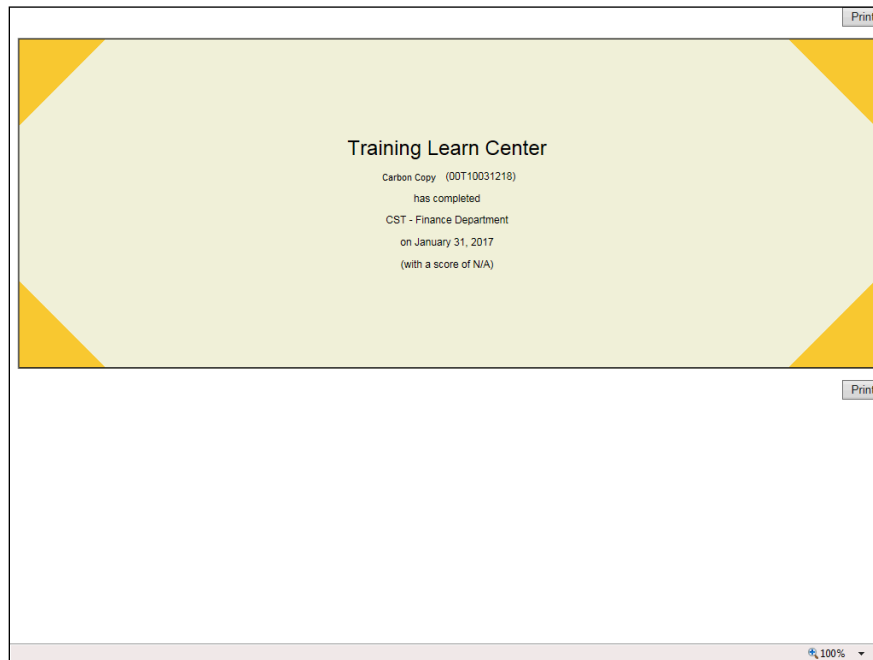
Step	Action
12.	Click the Enrollments with this Certificate link.  Enrollments with this Certificate
13.	Click the Map Enrollments To This Certificate link.  Map Enrollments To This Certificate


Step	Action
14.	In order for a Certificate to be filled in with data the status of the event must be in the past and the User marked complete. Click the Past option. <input type="checkbox"/> Past
15.	Enter the desired information into the containing field. Enter " cst ". <input type="text"/>
16.	Click the Search button. <input type="button" value="Search"/>
17.	Click the Selection option. <input type="checkbox"/>
18.	Click the Return Selected link. <input type="button" value="Return Selected"/>



Step	Action
19.	Click the Return to Certificate List link. 
20.	The New Certificate that was created is listed with the date and time. Now you will go to enrollments to see the certificate with User information.
21.	You are going to navigate to Enrollments to see the certificate for a User that has completed the ILT. Click the Enrollments link. 
22.	Click the Enrollments link. 
23.	If the enrollment for the session isn't already defaulted on this page, don't forget to use Filters above. Click the View Enrollment Users button. 
24.	Click the scrollbar. 

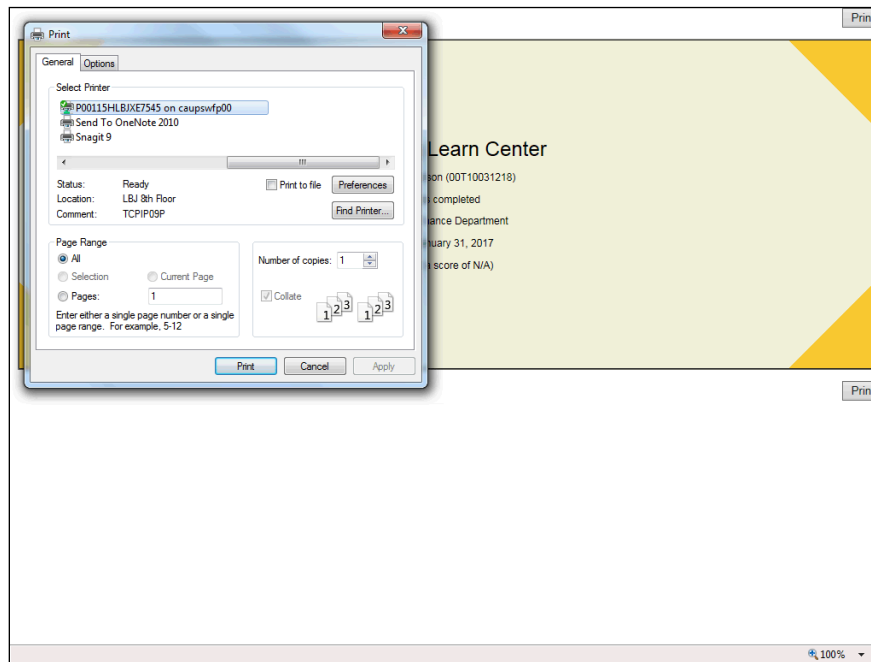
Step	Action
25.	Click the Selection option. 
26.	Click the View Certificates link. 

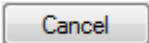


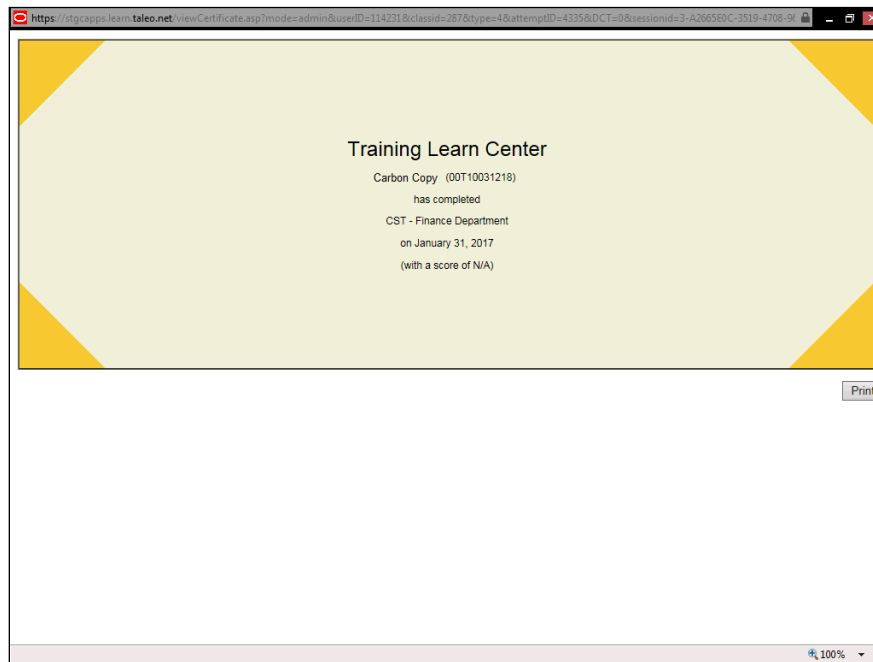
Step	Action
27.	You have an option to print from this screen. Click the Print button. 


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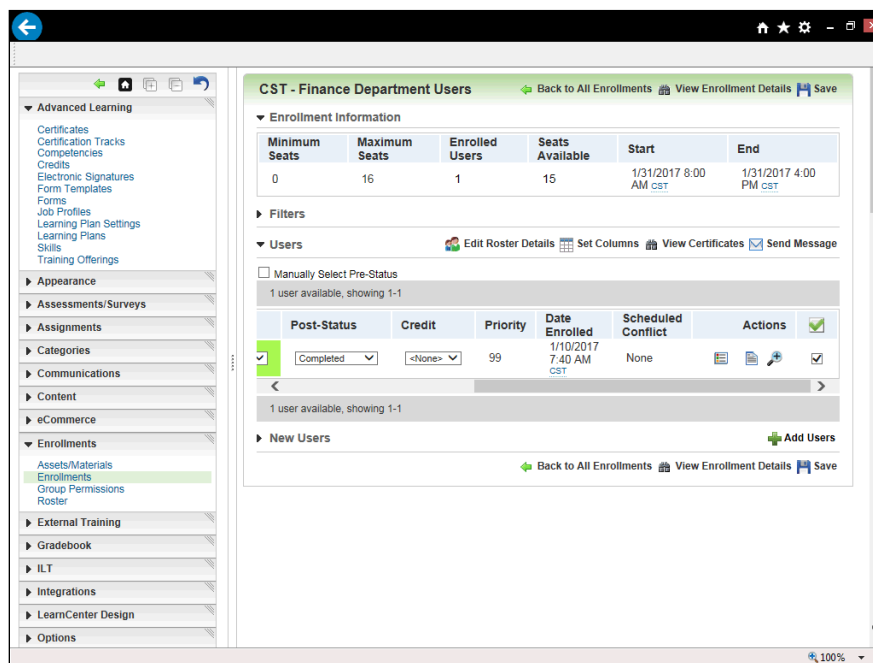
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Step	Action
28.	<p>You won't actually print at this time.</p> <p>Click the Cancel button.</p> <p></p>



Step	Action
29.	Click the Close Tab (Ctrl+W) button. 



Step	Action
30.	Click the Collapse All button. 
31.	Click the Control Panel Home button. 
32.	Congratulations! You have successfully completed this lesson. End of Procedure.

S3 - Reporting

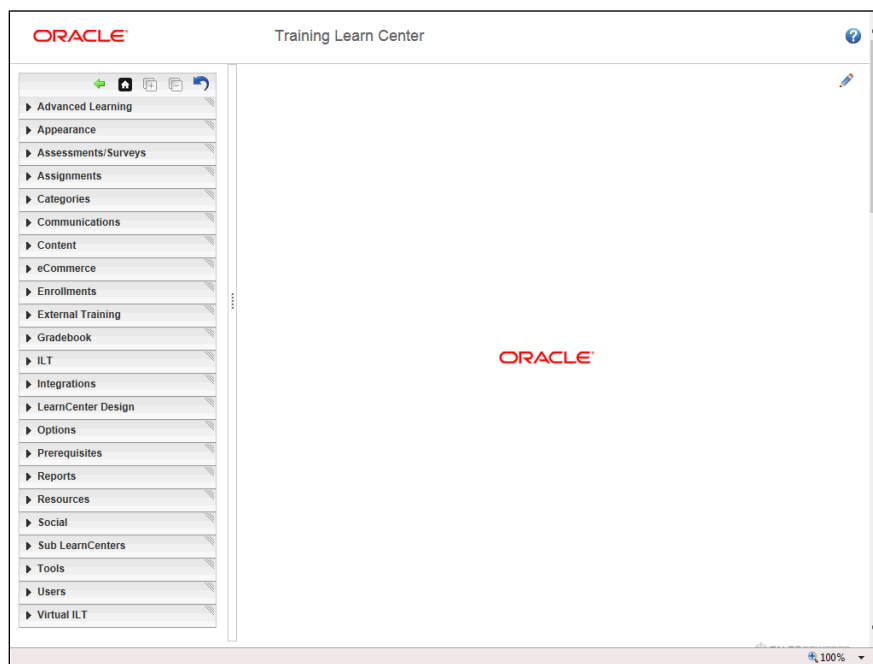
Running a BI Report


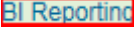


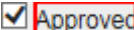

Section 3 - Lesson 1, Exercise 1 - **Running a BI Report**

Procedure

In this lesson, you will learn how to run a BI Report.

Report Name: Enrollment Report





Step	Action
1.	Click the Reports link. 
2.	Click the BI Reporting link. 
3.	This page contains standard reports that are listed in alphabetical order.
4.	There are 15 or more standard reports. Additional reports can be seen by clicking the Load More Link below. Click the scrollbar.
5.	Click the Load More link. 
6.	You will run the Enrollment Report. Click the Enrollment Report link. 
7.	There are four tabs that will require criteria or information for this report.
8.	In this example, you are going to deselect the Approved status. Click the Approved option. 
9.	You will search for an Individual User. Click the Add link. 

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Step	Action
10.	Use the Filters to locate the user. Enter the desired information into the First Name field. Enter " poppy ". First Name <input type="text"/>
11.	Click the Search button. <input type="button" value="Search"/>
12.	Click the Selection option. <input type="checkbox"/>
13.	Click the Return Selected link. <input type="button" value="Return Selected"/>






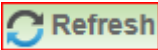

Step	Action
14.	<p>You will move to the Parameters tab.</p> <p>Click the Next button.</p> 
15.	<p>You are going to select your own LearnCenter if it isn't automatically populated. This is a required field noted by the red asterisk.</p> <p>In training, you will use home/AgencyDemo.</p> <p>Click the home/AgencyDemo list item.</p> <p>home/AgencyDemo</p>
16.	<p>Click the Add >> button.</p> 
17.	<p>You have the option of selecting a particular Enrollment for this user or report on all Enrollments.</p> <p>Click the Report on all Enrollments option.</p> <p><input type="checkbox"/> Report on all Enrollments</p>

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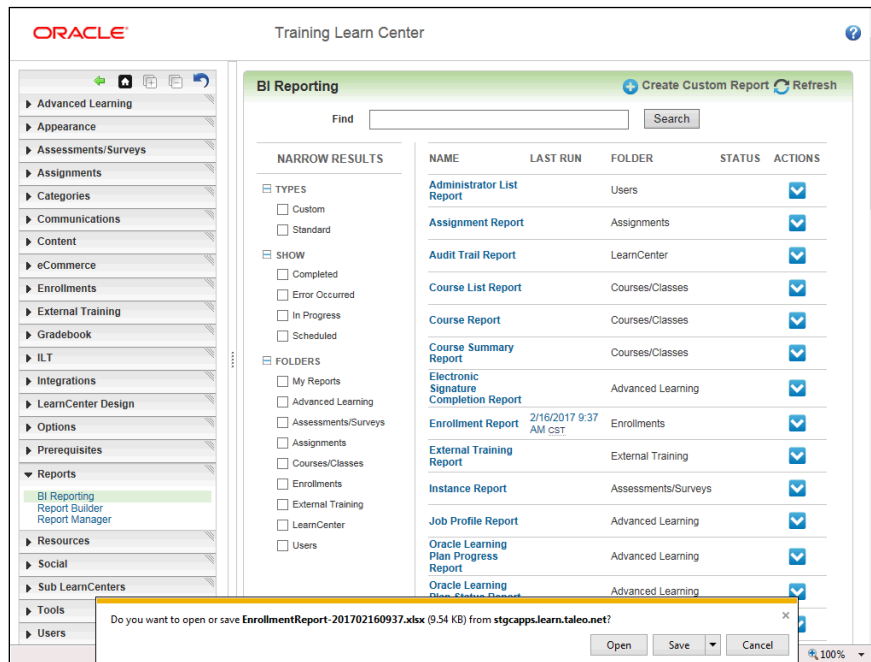


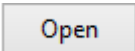
Step	Action
18.	Click the LearnCenter list item. LearnCenter
19.	Click the Add >> button. 
20.	Click the ILT Session list item. ILT Session
21.	Click the Add >> button. 
22.	Click the Class list item. Class
23.	Click the Add >> button. 
24.	Click the scrollbar.
25.	Click the Nominated list item. Nominated
26.	Click the Add >> button. 
27.	Click the Approved list item. Approved
28.	Click the Add >> button. 
29.	Click the scrollbar.
30.	Click the Completed list item. Completed
31.	Click the Add >> button. 
32.	Click the Completed option. <input type="checkbox"/> Completed

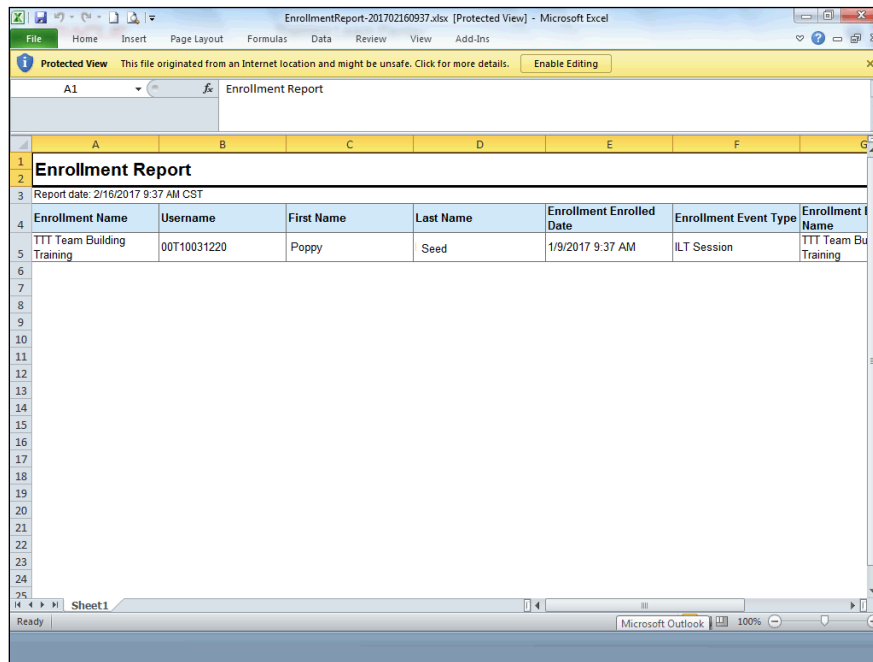
Step	Action
33.	Click the Next button. 
34.	Click the scrollbar.
35.	The grayed out fields on the right side of the page will default on your report. You have the option of deselecting the defaults and including the fields of your choice.
36.	Click the Next button. 
37.	Click the scrollbar.
38.	The Output Format should always be XLS. Click the Output Format list. Output Format 
39.	Click the XLS list item. XLS
40.	Click the Include link to the report option. 
41.	Click the Build Report button. 
42.	The Enrollment Report is In Progress.
43.	Click the Refresh button. 
44.	When the date and time is listed, your report is ready for review. Click the 2/16/2017 9:37 AM CST link. 2/16/2017 9:37 

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Step	Action
45.	Click the Open button. 
46.	The Enrollment Report contains the information that you have requested. You are able to manipulate this report as you see fit.

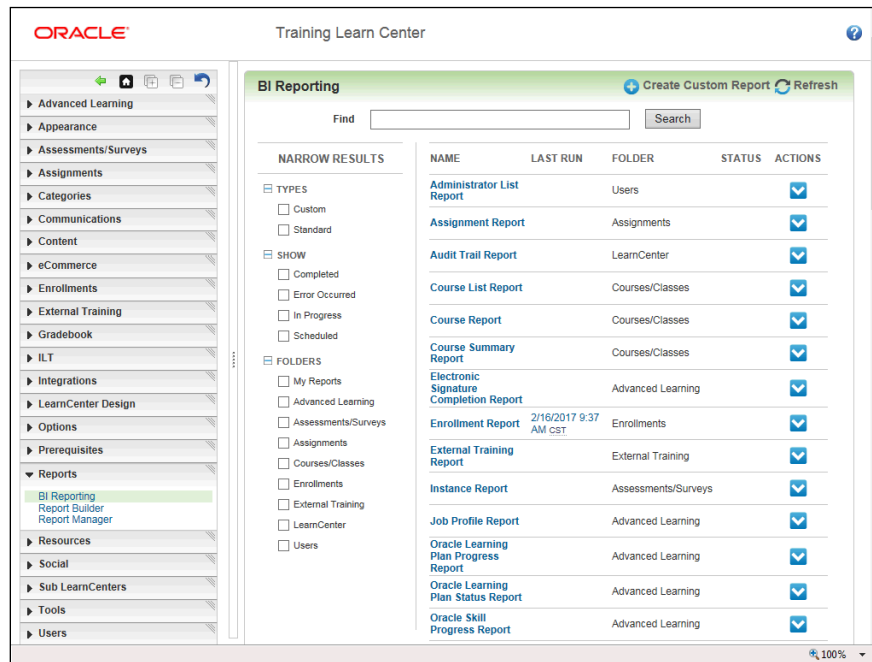








Enrollment Name	Username	First Name	Last Name	Enrollment Enrolled Date	Enrollment Event Type	Enrollment Name
TTT Team Building Training	00T10031220	Poppy	Seed	1/9/2017 9:37 AM	ILT Session	TTT Team Building Training




Step	Action
47.	Click the scrollbar. 
48.	Click the Close button. 

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Step	Action
49.	Click the Actions button. 
50.	Click the View History link.  VIEW HISTORY
51.	The View History option lists the report and the date/time that it was run within the past 90 days.
52.	You have the option to delete any report that is listed in history.
53.	Click the Back to All Reports button.  Back to All Reports
54.	You can select one of the Narrow Results options to reduce the reports list. Click the Completed option.  Completed
55.	Click the Completed option.  Completed
56.	Click the My Reports option.  My Reports

Step	Action
57.	Click the My Reports option. 
58.	Click the Collapse All button. 
59.	Click the Control Panel Home button. 
60.	Congratulations! You have successfully completed this lesson. End of Procedure.